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| **Role Profile – Stock & Sales Assistant** | **Black and white logo with strapline** |

Reports to: Shop Manager

Accountable to: Head of Retail

1. Main Purpose of Post

To support the Shop Manager and Deputy in the running of the charity shop to ensure the highest possible income.

1. Main Duties

2.1 Moving stock from the point of donation to the processing area.

2.2 Processing donated stock and ensuring that the shop floor is filled to optimum levels.

2.3 Keeping the shop clean and tidy – eg dusting shelves, vacuuming etc.

2.4 Opening and closing the shop in the Manager’s absence ensuring all policies and procedures are followed.

2.5 Cashing up in the Manager’s absence ensuring all policies and procedures are followed.

2.6 Working on the shop floor serving customers, where required.

**3. General Duties and Responsibilities**

All St Gemma’s employees are required to abide by the Health and Safety at Work Act, attend annual mandatory training sessions and ensure that they comply with Hospice policies and procedures at all times.

Employees must demonstrate commitment to their own personal development and are required to make a positive contribution to fundraising and raising the profile of the Hospice, locally and nationally.

Strict confidentiality applying to all aspects of Hospice business must be observed at all times.

1. **Hours and Location of Duties**

Contracted hours are worked mainly over Monday to Saturday with occasional Sunday working, depending on operational need.

The post is based in a specific Hospice shop but working in other shops and in the Hospice can be required on both a temporary and permanent basis.

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**This Role Profile is not exhaustive. It will be subject to periodic review and may be amended following discussion between the postholder and employer**

This post is not subject to a Disclosure & Barring Service check