

HUGHENDEN VALLEY COMMUNITY SHOP LIMITED

JOB SPECIFICATION

VOLUNTEER SHOP ASSISTANT

SUMMARY

Working as part of a team under the guidance and direction of the Shop Manager. Serving customers; helping to ensure that the shop is welcoming to customers and fellow workers alike; and helping to keep the shop floor, stock room and other facilities clean and tidy.

Accountable to	The Shop Manager and Management Committee of the Community Shop
Reports to	The Shop Manager
Hours	As arranged with the Shop Manager, sessions are normally divided into morning, afternoon or evening "shifts"

KEY TASKS

- To prepare, price and display goods.
- To ensure that stock levels are maintained and that 'sell by' and 'use by' dates are continually monitored.
- To use the till and cash-up at the end of business if appropriate.
- To familiarise yourself with Health & Safety and security arrangements and follow good working practice to ensure a safe environment for yourself and colleagues.
- To provide cheerful and helpful service to customers and callers.
- To attend shop team meetings as arranged.
- To let the Shop Manager know immediately if you are unable to be at work when expected.
- General housekeeping duties, as necessary, to keep the premises clean and tidy.

Additional Information:

Guidance and training will be provided in most aspects of these tasks by the Shop Manager. Our regular meetings will give you more information. Please ask for clarification if you are confused or concerned about anything you are told, your Shop Manager will be happy to go over these things again.

For more information please contact::