

Job description.

All volunteers are required to share in a variety of tasks as shown below.

Objective. To support the Shop Manager in all aspects of our exciting, unusual and challenging retail environment. Enjoy working as a team member to make sure the shop has a welcoming atmosphere for our customers.

Volunteer Profile. Must be reliable, honest and trustworthy. Have good timekeeping and be enthusiastic and cheerful. Be prepared to be flexible and have a good working relationship with colleagues and members of the public.

Key duties. Assisting /serving customers
Promoting gift Aid
Sorting and Grading and pricing and displaying stock
Hanging, sizing and tagging clothes for display
Housekeeping
Replenishing stock in the shop
Rotating stock
Cashier on the till (optional)

Accountable to the Shop Manager

Core Skills. Be able to read and write. Numeracy. Polite and diplomatic. Prepared to learn new skills with the training provided.

HOURS

Please circle the hours you are available below. We prefer 9 – 1pm or 1 – 4.30pm but we can be flexible with this. Any volunteering you can do for us will be greatly appreciated.

Monday	am	pm
Tuesday	am	pm
Wednesday	am	pm
Thursday	am	pm
Friday	am	pm
Saturday	am	pm

References

It is our policy to take up references.

Please provide two names and addresses of responsible people that have known you for a period of two years. (These cannot be relatives). Once these references are received we can get you started with us.

1st Name.
Address

2nd Name.
Address

Email:

Email:

Relationship to you:

Relationship to you:

Data Protection Act 1998

I understand and give my consent that information on this form may be used for monitoring purposes and may be held electronically or in filing systems in accordance with the Data Protection Act 1998.

Declaration: I confirm that to the best of my knowledge the information I have provided is true and correct.

Signed:

Date.

Please return this form to the Manager of your local shop or post to

Sue Woolf
Area Manager
SLH Trading Ltd
Unit 14 Basildon Business Centre
Bentalls
Basildon
Essex
SS14 3FT