

Role Profile: Charity Shop Assistant

As Required - Volunteer hours to be agreed on an individual basis

Organisation Overview:

Ainsdale Lunch and Leisure is a non-profit organisation dedicated to serving the local community by providing access to nutritious, comforting home-cooked meals, and to activities that support physical and mental wellbeing. Our community cafe and luncheon club serve as vital hubs where individuals can access nutritious food in a welcoming environment. Our Charity Shop, serves as an additional resource through which we raise revenue to support our local community. We are committed to fostering a sense of community, dignity, and belonging for all who walk through our doors.

Key Responsibilities:

- Maximising sales by providing help and advice to customers
- Serving customers in the shop, taking money, wrapping goods
- Ensuring Sales Ledger is maintained
- Processing donations, including sorting, pricing and hanging
- Identifying items that can be sold Online (i.e. Ebay)
- Ensuring that the shop is clean, tidy and goods are displayed in an attractive manner
- Assisting with windowsill/ mannequin displays
- Checking stock and replenishing when necessary

Skills and Qualifications:

- Be well organised, flexible and able to prioritise work in the shop.
- Have good customer facing skills
- Enjoy working in a busy environment.
- Be a good communicator, friendly and enthusiastic.
- Be able to work as part of a Team and or where necessary on your own using own initiative
- Passion for helping others and making a positive impact in the community.
- Attention to detail and commitment to maintaining high standards of presentation and cleanliness.

Time Commitment:

Ainsdale Lunch and Leisure appreciates any time volunteers can commit, whether it be a few hours a week or more. We understand that schedules may vary, and we are grateful for any support provided.

Benefits:

- Opportunity to contribute to a meaningful cause and make a positive difference in the community.
- Gain valuable experience in food preparation, kitchen operations, and teamwork.

- Develop new skills and enhance existing ones in a supportive environment.
- Join a welcoming and inclusive community of volunteers and staff members.

Note: This role profile is intended to provide a general overview of the responsibilities and requirements for the position of Kitchen Assistant at Ainsdale Lunch and Leisure. Specific duties and expectations may vary based on the needs of the organisation and the skills of the volunteer.