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| Role Title: | **Stock Assistant** (minimum age 18) |
| Location: | Searle Crescent, BS23 3YX (Behind Waitrose) |
| Suggested Involvement: | Whatever time you can offer:* Monday to Saturday between the hours 9am – 6pm;
* Sunday 10:30am to 4:30pm
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| Line Manager: | Donation Centre Manager, 01934 642694 |
| Supervisor: | Duty Manager |
| Purpose of role: | Sorting and allocation of donated items for onward dispatch to our shop network. |
| Main Tasks: | * Sort through initial donations
* Take out unsellable items and consider recycling
* Sort items into categories: clothes, books and bric-a-brac
* Stack items away in relevant area
* Review lists from Shop Managers of stock required
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| Experience and/or skills: | ***For this role, ideally you would have/be****:** An interest in clothes, books, bric-a-brac, kids toys, jewellery or pictures would be great but not a deal breaker!
* No experience necessary you just need to be happy to do whatever is needed
* Eager to learn
* Hard worker
* Great sense of humour

Please note this role may involve a lot of bending and lifting | ***We ask all our volunteers to:**** Be reliable
* Have a warm, friendly, adaptable, caring approach
* Be open-minded and tolerant of different lifestyles and values
* Be able to work within personal and organisational boundaries
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| Induction and Training: | * Induction and training with Line Manager or Supervisor
* Statutory / Mandatory training as required for role
* Orientation training session to be attended
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| Support and Supervision | * Supported and supervised by Duty Manager
* Ongoing support of Volunteer and Training Manager
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| Expenses: | We will reimburse you with any agreed out of pocket expenses incurred whilst carrying out this volunteer role in line with Weston Hospicecare’s expenses policy. |
| Practical considerations: | **This is a volunteer role with no contractual obligations.**Weston Hospicecare has a no smoking policy (inc. vaping/e-cigarettes) throughout the organisation, including all retail locations and hospice vehicles.  |