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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 | |
| 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 | |
| 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 |
| Induction and Training: | * Induction and training with Line Manager or Supervisor * Statutory / Mandatory training as required for role * Orientation training session to be attended | |
| Support and Supervision | * Supported and supervised by Duty Manager * Ongoing support of Volunteer and Training Manager | |
| 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. | |