

Thames hospice

Volunteer Role Description

Role: Stock Room Assistant

Location: Thames Hospice Crowthorne

Hours: Flexible, ideally 4 hours per week

Volunteer Manager: Annette Welsher Shop Manager

Purpose of role

Join our friendly team at the Crowthorne store in this important role in the stock room to sort through and prepare donated items for sale in the shop to raise as much money as possible for Thames Hospice.

Main tasks

- Looking through donated items to decide what can or cannot be sold
- Sorting through jewellery, accessories, bric-a-brac
- Pricing and labelling the items using the tagging machine and gift aid labels
- Hanging items or sorting into categories ready to go into the shop
- Capturing Gift Aid donations and processing on the system
- Taking priced items onto the shop floor and displaying as per our visual merchandising guidelines

Training and Support

- We will provide the training you need to feel confident in the role
- The shop manager and other employees will be available give advice and assist you, as well as other experienced volunteers in the team
- You will receive mandatory Health and Safety training

Special conditions

- Over school leaving age (16+)

Knowledge, skills and abilities required

- To be interested in the work of Thames Hospice
- Good communication and interpersonal skills
- The ability to get along with people and work as part of a team
- Basic numeracy skills

Thames Hospice Values

Compassion, Excellence, Collaboration, Integrity, Respect, Ambition, Commitment

Thames Hospice is committed to being an equal opportunities organisation; to promoting equal opportunities and preventing discrimination. Thames Hospice is also committed to safeguarding and promoting the welfare of all service users, volunteers and staff and expects all volunteers and staff to share this commitment.

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Call 01753 842121

www.thameshospice.org.uk   

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