

# Thames hospice

## Volunteer Role Description

**Role:** Stock Room Assistant- Maidenhead

**Location:** Thames Hospice Maidenhead – 51 High Street

**Hours:** Flexible, ideally 4 hours per week

**Volunteer Manager:** Julie Trenga, Shop Manager

## Purpose of role

Join our friendly team in Maidenhead 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
- Steaming clothing items using the steaming machine
- Sorting through jewellery, accessories, bric-a-brac, CDs and DVDs
- 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

## 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*

Pine Lodge, Hatch Lane, Windsor, Berkshire SL4 3RW

Call 01753 842121

[www.thameshospice.org.uk](http://www.thameshospice.org.uk)   

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