

Volunteer Role | CHARITY SHOP ASSISTANT

This is a general role description for someone who volunteers to help the Denby Dale Centre: Community Activity Team.

Role Name	Charity Shop Assistant
Purpose of Role	To maintain and operate our Charity Shop with a team of volunteer staff to ensure customers enjoy a safe, friendly and efficient environment.
Location	Denby Dale
Days	Tuesday to Friday
Typical Duties	<ul style="list-style-type: none"> • Sorting donated goods • Shelf filling • Stock rotation • Date checking • Till work • Customer service • Chatting • Light Cleaning
Typical Times	10:00 to 16:00 Half and full days available
Personal Quality	<ul style="list-style-type: none"> • Listen and Communicate • Punctual • Empathetic • Respectful of Dignity • Confidential • Abide by our company values (www.ddc.org.uk – homepage) • Caring • Patient • Hygienic
What you are expected to do	<ul style="list-style-type: none"> • Organise donations • Make people feel comfortable in their surroundings and in their emotions • Help people to help themselves and be themselves • Listen and care • Laugh and be prepared to have fun
What you are not expected to do	<ul style="list-style-type: none"> • We do not do personal care (toileting, medication, dress/undress, etc) • Take money from anyone to do an errand or as a gift • Give out your personal contact details

