



Menphys Limited Volunteer Role

Description

Charity Shop

Job Title: Menphys Charity Shop Volunteer

Responsible to: Charity Shop Manager

Hours: To be agreed

Location: West Leicester (City)

INTRODUCTION

Established in 1970, Menphys has been caring for disabled children and young people and supporting their families/carers throughout Leicester and Leicestershire for more than 40 years. A crucial part of our fundraising to deliver these services comes through the Menphys Charity Shop.

Job Purpose

The purpose of the role is to assist in the day-to-day running of the Menphys charity shop to maximise sales and profitability.

ROLE DESCRIPTION

1. To assist and serve customers, providing a service of the highest standard.
2. To assist with processing stock, including sorting, steaming, pricing and hanging of donated items.
3. To be involved with the till operation and the handling of cash (although this is not a necessary requirement).
4. To promote public understanding of the work Menphys delivers and the importance of raising funds through the shop.
5. To promote and apply Menphys Health and Safety Policy.

Qualities/ Experience/Skills

Good communication and customer care service skills are essential to fulfil this role. Being able to work as part of a team environment and with the public is essential.

Training

Full in-house training will be given of operational procedures during your Induction Period.

Main Point of Contact

Charity Shop Manager