

Volunteer Role Profile

Role Title:	Bookshop Assistant
Responsible to:	Bookshop Manager
Role Purpose	To assist in creating a shop that is welcoming and clean, where customers feel at ease, goods are displayed well and sold efficiently.
Hours	As agreed
Key Tasks	<ul style="list-style-type: none"> • To ensure that all customers are greeted and assisted in a courteous and friendly manner. • To operate the till and card machines accurately and to make sure all payments are recorded and kept securely. • To unpack, check and price incoming stock. • To tidy shelves and dust fitments. • To assist customers to find stock. • To answer the phone and respond to telephone enquiries. • To work on the computer.
<p>We ask you</p> <ul style="list-style-type: none"> • To give reasonable notice when possible if you are not able to come in • To read the Volunteer guidelines and follow all procedures given within it • To work within the required Health and Safety Guidelines • To attend relevant training • To advise your manager of any difficulties concerning your volunteering 	
<p>It is essential that all volunteers are in sympathy with and are able to reflect the aims of the Trust as detailed on the Application Form.</p>	
<p>This role description is not intended to create any contractual relationship and the arrangements may be ended at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.</p>	