

## Job Description

	<p><b>Post:</b></p> <p><b>Charity Shop Assistant</b></p>
	<p><b>Salary: £11.44 per hour</b></p>





### **Hours:**

You will work **14** hours a week.  
This may include some Saturdays  
and you may occasionally be asked  
to work different days or hours.



### **Where?**

**Brandon Trust Charity Shops**

**Area: Bristol & South Glos**

**Key relationships: Shop Manager,  
other shop staff, customers, donors**

### **Purpose of the job:**

To work as part of a friendly team

To sell things given to us

To sell things made by people we support

To clean, hang and steam items for sale

To make money for Brandon Trust



To tell our customers about Brandon Trust

## Main Responsibilities:

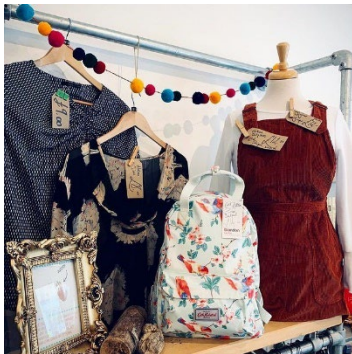
This is the list of your duties. This can sometimes change



We need someone to help the team with running of our shops.

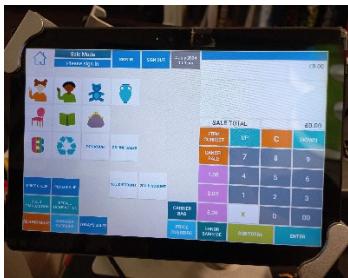
On the shop floor:

- Speaking with customers
- Helping with sales
- Using the till
- Take donations from customers
- Make the things we sell look nice on the shop floor



In the stock room:

- Getting things ready to sell
- Hanging clothes
- Steaming clothes





- Cleaning and dusting

The person doing this job will keep our charity shops safe, clean and tidy.

## To do this job you will need to be:



Clean, tidy and presentable.



Friendly, helpful and polite.

Able to work well with other people.





Running a shop can be hard work.  
All our shops operate on two levels with steep stairs into our stockrooms.  
You will be on your feet a lot, and you will need to be able to manage stairs.



Be able to listen and follow instructions



You will need to concentrate on your work. Our shops can be very busy at times!





We need you to have worked in a shop or café before in a paid or voluntary role.

**Safeguarding** - All employees must:



INVESTORS  
IN PEOPLE



To keep everyone safe, you must tell your manager if you think that someone else is unsafe or being treated badly.

## Health and Safety



To keep everyone safe, you must follow the health and safety guidelines and risk assessments connected to the work of our charity shops.

