

JOB DESCRIPTION

Job Title:	Retail Assistant	Responsible To: Shop Supervisor
Post Duration:	until 30 th November 2022	Reporting To: The Project Manager
Location:	Stranraer	Responsible For: All volunteers within the company environment.

Job Purpose: The Retail Assistant will be working as part of a team to identify, prepare and sell goods in our shop and provide high quality customer service. They will also be required to engage in window/shop displays and maintain a high level of cleanliness throughout the premises.

Job Activities:

1. To assist with donated items within our warehouse and follow the sorting process in accordance with Revolve Standards.
2. To work as a part of a team to prepare goods for sale within our showroom, place them on sale and assist with sales.
3. To participate in and when available oversee the safe movement of stock and organisation of the warehouse in conjunction with volunteers and other employees within the same and other departments. This will entail moving of items to and from areas of the premises in a safe and responsible manner following correct Moving & Handling procedures & requirements.
4. To act at all times in a responsible and efficient manner and abide by all relevant Health & Safety requirements maintaining a safe and hazard-free working environment and observing all COSHH and H&S regulations & guidelines when handling materials or operating machinery within the work place.
5. To assist in the recording and logging of items received and sold as per the company's stock recording and item identification system.
6. To supply up to date reports on activities to the Manager.
7. To maintain good communications with work colleagues and customers.
8. To actively contribute to the development of the company and promote



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the company and its services.

9. To maintain confidentiality within the work place.

10. To assist in training and supervision of volunteers.

11. To identify any issues they have encountered to allow the team to support them to navigate around and resolve them.

12. To engage in weekly staff meetings to feedback to the team with regards to the outputs and outcomes we are expecting to achieve.

13. To attend any review meetings to consider personal and professional achievements and next steps.

14. Any other duties commensurate with the level and nature of the post as detailed by the Board of Directors.

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social business aspect and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the various company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to adoption.