

Job Description



Job Title:	Retail Stock Room Assistant
Reports to:	Retail Manager
Location:	Variable
Purpose of Role:	To support with the rotation and distribution of stock amongst our retail sites, ultimately improving profitability by ensuring efficient storage and flow of stock
Hours:	25 (weekday and weekend working as required to meet business needs)
Salary:	National Minimum Wage

MAIN DUTIES & RESPONSIBILITIES

- Receiving deliveries of donated clothing and appropriately handling and preparing goods for sale and distribution i.e. steaming, sizing, tagging, labelling / pricing etc.
- Ensure that the stock room is well organised; accurate labelling, logical placement, neat arrangement, and cleanliness
- Support with stock audits to allow for preparation and planning of seasonal rotation and to ensure stock requirements can be met across retail sites
- Work as part of a team alongside employees and volunteers to ensure that operations run efficiently

ORGANISATIONAL RESPONSIBILITIES

- To adhere to all Bury Hospice standards, policies and procedures
- To take responsibility for own personal learning and development, and to support the learning and development of others and the organisation as a whole; a commitment to completing all training required and refreshing training as appropriate
- To conduct all work in a manner reflective of the organisational values and behaviours
- To comply with General Data Protection Regulation (GDPR); an understanding of and commitment to the appropriate handling of all confidential data
- To raise and escalate any safeguarding concerns appropriately and in accordance with Bury Hospice's Safeguarding Policy

- To implement Bury Hospice's Health & Safety policy, ensuring all duties are carried out using safe and appropriate working practices in adherence with statutory regulations and guidelines
- To follow Hospice processes in relation to incident reporting with the understanding that this enables continual learning and improvement across all operations
- To protect service users, visitors, employees and volunteers by observing Infection Prevention and Control policies and procedures
- To embrace the organisational culture of volunteering and to understand the responsibilities of all employees in relation to role managing volunteers
- To organise your own work and to ensure that it is accurate, meeting all quality targets and required deadlines

This job description is not exhaustive and serves only to highlight the main requirements of the role. The line manager may stipulate other reasonable requirements; the job description will be reviewed regularly and may be subject to change.

Person Specification



It will be determined whether an applicant meets all of the required criteria from a combination of information provided during the initial application and interview process.

ATTRIBUTES	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS		<ul style="list-style-type: none"> • Good standard of education to GCSE level (or equivalent)
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • An understanding of data protection and the meaning of confidentiality • Good communication skills; an ability to communicate effectively face-to-face with team members and the general public 	<ul style="list-style-type: none"> • Experience of work within a retail environment
PERSONAL ATTRIBUTES & QUALITIES	<ul style="list-style-type: none"> • Ability to work as part of a team • Commitment to and understanding of equal opportunities • Passion for the ethos of Bury Hospice, with demonstrated interest and enthusiasm of the vision and values of the organisation • Ability to work flexibly to meet operational needs 	

PRE-EMPLOYMENT CHECK

Upon offer of employment this post will be subject to satisfactory references.