

Sales and Stock Assistants

The Sales and Stock Assistants support the shop management team in maximising sales and reducing losses by providing a professional approach to both customer service and stock handling at all times.

You will be a person who has a courteous manner and a good standard of personal presentation, a confident individual who is able to work unsupervised, enjoys meeting and greeting the general public and who appreciates the value of teamwork and good customer care.

Job Title: Sales and Stock Assistant

Responsible to: Shop Manager

Location: 188 Baker Street, Enfield, EN1 3JY
171 Bramley Road, Oakwood, London N14 4XA
71 High Street, Waltham Cross, Hertfordshire, EN8 7AE

Role

To assist in the day-to-day running of the Nightingale charity shop to maximise sales and profitability.

Duties:

- To assist and serve customers, providing a service of the highest standard
 - To assist in stock processing, including sorting, steaming, hanging of donated goods and, once trained, pricing of stock.
 - To be involved in cash handling and till operation
 - To assist the manager in ensuring stock and cash security
 - To assist in keeping the shop premises clean and tidy
 - To promote a supportive voluntary team
 - To promote public understanding of the work of the Nightingale and the importance of raising funds through the shop
 - To partake in the Charity's bag check programme and fully adhere to all aspects of the loss prevention policy
 - To promote and apply the Nightingale health & safety policy
- This list is only a guide to the types of duties that may be required

Hours: By arrangement (a minimum of half a day per week)

Note:

Dress Code: Smart and practical, reflecting the professional image presented by the Nightingale. A volunteer badge must be worn at all times.

Smoking Policy: The Nightingale operates a no smoking policy throughout all Nightingale premises.

All appointments would be at the discretion of the Shop Management Team and subject to a probationary period to ascertain the correct choice for both parties.

Personal qualities required:

- Smart appearance
- Enjoy working in a team environment
- Enjoy working with the public
- Possess or would like to develop strong customer care skills
- Must be mobile and have the ability to move stock
- Confident in handling cash
- Possess or would like to develop display and merchandising skills
- Security conscious
- Strong communication