

Nightingale Cancer Support - Sales and Stock Assistant

Responsible to: Shop Manager

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

Sales and Stock Assistants

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

You will need to 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.

Role:

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

Main Responsibilities and Skills:

- 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 be a part of 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 adhere to the Nightingale health & safety policy

Hours: By arrangement (a minimum of 4 hours per week)

Note:

- Dress Code: Smart and practical, reflecting the professional image presented by the Nightingale, a volunteer badge must always be worn.
- Smoking Policy: The Nightingale operates a no smoking policy throughout all Nightingale premises.

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

Personal qualities required:

- Smart appearance
- Enjoy working in a team environment
- Enjoy working with the public
- Have or would like to develop strong customer care skills
- Must be mobile and be prepared to move and handle bags of stock
- Confident in handling cash
- Have or would like to develop display and merchandising skills
- Security consciousness
- Strong communication skills

If you're over the age of 18 and want to get involved, here's the next step:

Apply online at: nightingalesupport.org.uk/volunteer

To find out more, please contact Debbie Taverner on 0208 366 4333 or volunteer@nightingalesupport.org.uk to discuss the role in more detail with you and ask any questions you may have.