



## Shop Assistant Profile

Do you like meeting new people and have a passion for animal welfare? If the answer is yes, and you have time to spare on a regular basis, then we would love to hear from you.

Our charity shop at 86 East Street, Bedminster, and our on-site shop rely heavily on the help and support of a team of volunteers to run successfully. The volunteers work closely with the Bedminster Charity Shop Managers & BDH Manager to raise vital funds to support the work of Bristol Dogs & Cats Home.

As a volunteer shop assistant you will help with a range of activities from sorting and pricing goods to staffing the shop. The role requires a good level of communication skills and a friendly, positive attitude.

The shop can be very busy but also there are times when it is quiet.

### Tasks and Responsibilities

- Sorting products on the shelves
- Sorting items
- Pricing items
- Assisting members of the public to find products
- Selling items using the cash till
- Re-stocking shelves

### Requirements

The ability to communicate with the public in a professional manner is essential. As well as a willingness to work on routine tasks, a shop volunteer should be able to work well in a busy environment. We require a good level of communication skills and a friendly, positive attitude. Must be reliable.

It may also help to have cash handling and till experience although this is not essential as training will be provided.

### Commitment Requested

Our shop volunteers work schedule can vary according to your availability and our needs. The Bedminster shop is open Monday to Saturday between 09:00 to 5:00 and the on-site shop is open during normal opening hours at the Dogs and Cats Home (10am – 12pm and 1pm – 4pm).

**Next steps:** Please fill in one of our volunteer registration forms, indicating the areas that you are interested in volunteering with. Volunteers are asked to fill in their preferred workdays on a rota.