

Job Description

Job Title:	Sales Assistant
Responsible to:	Shop Manager
Location:	Raystede Charity Shop, High Street
Grade:	A.1

Background information

Raystede Centre for Animal Welfare, established in 1952, is a charity that aims to give animals a better life through rehoming, rehabilitation and sanctuary, and give people the support and knowledge they need to treat animals with care and respect. We care for more than 400 animals every day, including cats, horses, dogs, rabbits, hens and exotic birds. We help most of the animals find new homes but also provide life-long sanctuary for those animals that cannot be rehomed. Our beautiful 43-acre site is open for visitors to get a unique glimpse into a working animal welfare centre.

Animals are at the heart of everything we do but we could not care for them without our expert and dedicated team of staff and volunteers. Surrounded by animals, lakes, trees and fields with a café, shops, parking and many other benefits, Raystede is an uplifting and rewarding place to work.

The retail team are part of the Commercial and Visitor Operations department. Upholding high standards and a friendly caring approach we help and encourage people to donate and buy goods from our charity shop. Every penny of our profits goes directly into helping the animals in Raystede's care.

Main Purpose of the role:

Retail Assistant

Support the Manager and Assistant Manager across the Retail charity shop operation, maintaining consistently high standards throughout the shop and storerooms. Deliver excellent customer service to internal and external customers ensuring service expectations are exceeded. Serving customers and accepting donated goods. Gift Aid signups and general retail tasks on the shop floor and in the back office.

Key Tasks

- Maintain consistently high standards in the shop, processing room and throughout the stock room areas.
- Manual handling – movement of donated goods such as books, clothing, toys etc.
- Always deliver excellent customer service in the Shop at all times.

- Be prepared and able to share information on Raystede as a charity; for example, all profits go directly in to caring for our animals, what Raystede does so rehoming, rehabilitation, sanctuary, education and where main site is and the reasons for visiting.
- Support the Manager to wholly deliver compliance regimes.
- Welcome, receive and care for visitors within the shop
- To deliver excellent customer service ensuring a positive experience for all customers
- Accepting donated goods, often helping with unloading and movement
- Rejecting certain donated goods when necessary if they fall in the various categories we cannot accept. Being able to advise why we cannot accept and giving advice on where best to take them.
- Sign up donors for Gift Aid maintaining accurate records and complying with GDPR as instructed
- Operating the till, maintaining accuracy with sales and payments
- Accurate cash handling
- Accurate cashing up
- Comply with daily banking procedures
- Reprioritise tasks as needed, for example prioritising a queue at the till over other routine tasks
- Courteous customer interaction
- Restocking shelves and rails with relevant stock
- Accurate pricing as advised by supervisor and manager
- Housekeeping and cleanliness of the shop floor and stock
- Be aware of potential theft and take guidance from the security policy to prevent loss

General

- At all times ensure and maintain a compassionate, professional and efficient public image for the charity.
- Participate in supervision, appraisal learning, development and take personal responsibility for maintaining the knowledge and skills required for the role.
- Take responsibility for ensuring own health and safety and that of others who may be affected by your acts and omissions. Report any health and safety risks to your manager.
- Work within the policy framework of Raystede Animal Centre and adhere to the terms laid out in the employee handbook.

Physical requirements

- Frequent bending, lifting, reaching, kneeling, walking and standing for 6 hours per day
- Exposure to unsanitary and sometimes unsafe items within donated goods bags
- Unloading of stock from the van for the shop, loading of stock from the shop to the warehouse.

Key Working Relationships

General public, giving people the best experience in our shop through excellent customer service

Colleagues, team working is essential

Commercial and Visitor Ops team, being part of a bigger team to maximise efficiencies and share best practice

Scope and Accountability

Decision making and limits of authority	<ul style="list-style-type: none">• Carry out duties as per job description• Daily modification of tasks to ensure consistent positive customer experience• Defer to manager or assistant manager for anything over and above
Financial resources	<ul style="list-style-type: none">• Cash handling, cashing up tills
Material assets	<ul style="list-style-type: none">• Accurate stock control through sales and replenishment
Information and communication resources	<ul style="list-style-type: none">• Maintain records as instructed
People management	<ul style="list-style-type: none">• Work closely alongside a team of volunteers, guiding them and leading by example
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Comply with instructions on Gift Aid and GDPR laws

Person Specification

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good level of English and Maths 	
Knowledge and Experience	<ul style="list-style-type: none"> • Retail experience • Good customer service skills • Well organised and able to work in a tidy manner • Good numeracy and literacy skills • Ability to work effectively within a team • Good communication skills, ability to positively interact with different groups of people, both internal and external customers • High standards of personal hygiene 	Charity shop experience
Key Skills and Abilities	<ul style="list-style-type: none"> • Proven communication skills, written and oral. • Excellent attention to detail. 	
Personal Attributes	<ul style="list-style-type: none"> • Personal, sociable and people orientated • Commitment to equality, diversity and inclusion and understanding of how it applies to own role • Empathy and interest in animals and their welfare 	
Other	<ul style="list-style-type: none"> • To have a flexible approach to working hours. 	