

Raystede Centre for Animal Welfare



Job Description

Job Title:	Shop Assistant/Driver
Responsible to:	Assistant Retail Manager & Commercial Support and Development Manager
Location:	Raystede Centre for Animal Welfare
Hours of work:	37.5 hours, 5 days a week over a 7-day trading week
Holidays:	25 days excluding Bank Holidays
Probationary period:	6 months
Contract Type:	Permanent
Grade and Salary:	A

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 go directly into helping the animals in Raystede's care.

Main Purpose of the role:

Retail Assistant

Support the Manager and Supervisor 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 sign ups 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.
- 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 also 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

Sales.

Help achieve and exceed agreed income targets

- To maximise the income from sales of donated goods
- To maintain a high standard of customer care.
- To maximise Gift Aid income

Stock management

Assist in sorting of stock including accurate and optimum pricing, ability to maintain a well organised stockroom

- To ensure the highest possible resale value of donated stock.
- To maintain accurate coding and processing of stock and to ensure quality control.
- To apply company display, merchandising and window dressing standards.

Staff

Assist to motivate and train a team of volunteers who will be positive brand ambassadors for Raystede

- To attend training programmes and liaise with/attend team meetings
- Ensure thorough handover between shifts

Admin

- To ensure that all Gift Aid sign up and administration is completed accurately.
- To be aware of and abide by Data Protection requirements
- To bank takings using agreed banking procedures

Premises, security and safety

To ensure shop housekeeping is to company standard.

- To ensure all shop equipment is kept in good working order
- To inform Assistant Retail Manager of necessary repairs and maintenance.
- To ensure the security of shop takings.
- To apply company Health & Safety regulations in accordance with guidelines by:
 - Maintaining Health & Safety records
 - Implementing risk assessment procedures as stated in the shop manual.

Driver:

This is a physical role as it involves lifting and moving donated items on a daily basis. The role also includes lone working as you'll be out and about driving

Key tasks

1. To ensure the safe and efficient lifting, handling, loading, delivery and collection of stock and household items, undertaken by you and those involved with the process on a day-to-day basis.
2. Deal with the collection/delivery of transfer stock to and from all Raystede shops.
3. Deal with the removal of all non- saleable items to authorised recycling sites
4. Safe transport of high value stock to be sold on our ecommerce platforms.
5. To drive, manoeuvre and properly park the van or similar vehicle, ensuring it is properly loaded
6. To assist in the maintenance of the warehouse when returning with stock, taking direction from the retail team managers, to ensure the stock goes in a designated area. Assisting with the general tidiness of stock, textiles and warehouse throughout the day.
7. To perform basic maintenance and routine checks on the van, clean inside and out of the vehicle, and report faults and damage daily.
8. Maintaining the exterior and interior conditions of the van, including regular washing and vacuuming
9. To complete all administrative paperwork correctly and promptly
10. To deal respectfully with customers, Staff and volunteers, be personable, friendly and of smart appearance
11. To attend relevant staff training and meetings.
1. To undertake any other duties or general tasks and hours of work as may reasonably be required and to work in other Raystede retail locations

General

- At all times ensure and maintain a compassionate, professional and efficient public image for the charity
- Participate in supervision, appraisal, and learning and 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
- Frequent access of the van, and driving to multiple locations
- Regular lifting and loading of stock into the van, and into shops

Key Working Relationships

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

Colleagues, team working is essential

Staff and volunteers across all Raystede charity shops

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 a consistent positive customer experience• Defer to assistant manager or 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• Ensure the safety and security of the van and its contents
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 over Gift Aid and GDPR laws• Driving in a safe and legal manner

Person Specification

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good level of English and Maths • Full current driving licence (maximum 6 points) 	
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. 	