



VOLUNTEER OPPORTUNITY - POST DESCRIPTION

DETAILS	
Volunteer Role Title:	Volunteer Warehouse Assistant
Responsible to:	Warehouse Manager
Department:	Retail
Required Hours/Times:	Monday – Saturday Minimum of 4 hours per week - Morning / Afternoon Shifts
Location:	Ardgowan Hospice Shop/Warehouse - West Stewart Street

PURPOSE
<p>We depend on contributions of time and skills to support the community we serve. As a Volunteer Warehouse Assistant you will be helping to raise vital funds to support the work of the Hospice.</p> <p>You will assist in every aspect of the stockroom, positioned above our West Stewart Street shop. Your role will be to assist in opening, sorting, pricing and preparing stock for delivery to our network of shops and helping to ensure that our shops are as successful as possible. This will involve managing stock levels in the warehouse, organising stock by season and having an understanding of what stock is available and where to find it.</p>

REQUIRED SKILLS / EXPERIENCE
<p>Candidates must be able to work on own initiative and as part of a busy team. The ideal volunteer will have:</p> <ul style="list-style-type: none">● Previous retail / warehouse experience● Customer service experience● Excellent communication skills - written and verbal● Problem solving skills● Ability to be flexible● A keen eye for detail

If you are interested in applying for this position please call the Volunteering team on 01475 726830 or email volunteering@ardgowanhospice.org