

## Work Experience Role Description – Charity Shop Assistant at Mind



Middlesbrough Council work placements, and those of our partners have been developed to support residents from a range of backgrounds and levels of ability.

**Role:** Charity Shop Assistant

**Purpose of Post:** To assist in the day to day running of the Age UK charity shop

### General Duties:

- To assist and serve customers, providing a service of the highest standard
- To assist with processing stock, including sorting, steaming, pricing and hanging of donated items
- To be involved with the till operation and the handling of cash
- To promote public understanding of the work Age UK delivers and the importance of raising funds through the shop.
- Keep the store clean and tidy

### Experience and Skills you will gain:

- Good communication skills
- Customer service skills
- Team Work
- Retail

### Other Responsibilities:

- All candidates are expected to demonstrate a commitment to the principles of equality and diversity. Treat others with Dignity and Respect
- All candidates are expected to respect all confidentiality and principles and practice of GDPR
- All work experience candidates are required to comply with Health and Safety policies and legislation.

**Days/times required:** TBC

**Duration of the Placement:** TBC – Max 8 weeks

**DBS required:** No

**Signed:**

**Date:**