

Shop Volunteer Role Description	
Role	Shop Volunteer
Responsible to	Project Manager
Commitment requested	Normally minimum 1 full day per week
Location	Seven Sisters Road, Finsbury Park.
Role Summary	To sell and demonstrate using repaired and tested electrical goods.
Tasks	<p>Helping to maintain a high standard of presentation on the shop floor.</p> <p>Help advise customers on their purchases.</p> <p>Assisting with displaying and merchandising stock.</p> <p>Maintaining our high level of customer service.</p> <p>Operating the till and packaging purchases.</p> <p>To keep shop tidy/remove rubbish.</p> <p>Building and maintaining the reputation of the both the shop and project within the local area.</p>
Other Requirements	<p>In liaison with the line manager, the volunteer will agree in advance the hours that s/he is able to offer.</p> <p>To use all equipment in accordance with the relevant Health and Safety regulations.</p> <p>The volunteer must read and adhere to the Health and Safety regulations (as issued on induction day), and report all incidents/accidents to the line manager.</p> <p>The volunteer must understand & sign the volunteer agreement.</p>
Skills	<p>Physically able to undertake the various sorting tasks.</p> <p>Able to use own initiative, and take direction as part of the team.</p> <p>Organised and willing to be adaptable.</p> <p>Willingness to promote the project in a positive way at all times to customers and the public.</p>
Support and Training	<p>1-day Induction, including Health & Safety and Manual Handling Training.</p> <p>On-the-job training and support. You will learn how to use the till, learn about customer service role within a retail environment. You will be given a shop manual to help you with your daily tasks,</p> <p>From time to time you will be asked to attend training to update skills or to comply with policy changes.</p>

If you are interested in volunteering, please send your CV to volunteering@digibridge.co.uk and we can arrange an informal conversation. If you do not have a CV or access to the internet, please visit our shop at Bright Sparks, 225 Seven Sisters Road, N4 2DA and speak to the Shop Assistant who will take down your details and we will be in touch with you shortly after that.