



**ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC**

VOLUNTEER ROLE DESCRIPTION

Thrift Shop Assistant

Job Specification

ROLE: Thrift Shop Assistant

REPORTS TO: Retail Coordinator

LOCATION: One, or more, AWL Thrift Shop and/or Sorting Centre

SHIFT TIMES: 10:00am – 4:00pm at least 1 day/week

Purpose

This role provides the opportunity to use and enhance your excellent retail skills whilst making a direct impact to help the lost and abandoned animals in SA

The purpose of this volunteer role is to support the Retail Coordinator and Thrift Shop Team Leader in the day to day duties of an AWL Thrift Shop. With every purchase from an AWL Thrift Shop supporting programs that help the animals in our care and educating our community about animal welfare.

Volunteer duties and responsibilities

Duties

- Applying visual merchandising recommendations from Thrift Shop Team Leader and Retail Coordinator to use space productively to maximise sales
- Maintain your shift in accordance with the roster for volunteers of this AWL Thrift Shop
- Ensure outgoing donations are ready for collection by van drivers
- Ensuring products are priced and displayed in accordance with AWL Thrift Shop procedures
- Helping the Store Team Leader to constant visual appeal of our stock
- Assisting with stock management and general storekeeping duties
- Assessing and sorting incoming donations for suitability of sale
- Pricing Incoming stock ready for display
- Accurate cash handling and use of Point of Sale equipment
- Taking a proactive approach to WH&S in accordance with store policies and procedures
- Providing excellent customer service to clients and customers

Work Health and Safety

All workers have a legal obligation to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public
- Use equipment provided to protect health and safety
- Follow reasonable instructions given on health and safety
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others
- Report accidents, injuries, property damage and health and safety incidents
- Participate in activities associated with the management of workplace health and safety
- Wear enclosed shoes
- Wear AWL name badge at all times

Skills, abilities and experience required (or desirable) for role

We are looking for a volunteer with the following skills, abilities and experience to fill this volunteer role:

- Strong visual merchandising skills
- Interpersonal and communication skills
- Ability to work within a team environment
- Professional ethical standard in alignment with the AWL code of conduct
- Demonstrates initiative and with a “can do attitude”
- Able to work with minimal supervision but also able to follow direction and work in a small team

Minimum Personal and Work Skill Requirements

Ability to -

- Assist with writing communication material
- Be Team focused
- Be aware of surroundings and act appropriately
- Read and understand all signage on site
- Handle cash and dispense change accurately

- Utilise basic computer functions and Point of Sale equipment

Work Environment

The volunteer's environment is typically in a retail store environment.

Background checks

Animal Welfare League is committed to recruiting dedicated, professional volunteers who have the skills and experience appropriate for this role.

For this reason, should you be interested in this role, we will need to collect the following information prior to you commencing in the role –

<input type="checkbox"/> Photo ID	<input type="checkbox"/> Drivers Licence
<input type="checkbox"/> Resume detailing your experience	<input type="checkbox"/> National Police Clearance Certificate
<input type="checkbox"/> Personal references	<input type="checkbox"/> Working with Children Check
Qualification Checks: <input type="checkbox"/> (Insert detail if required)	Other: <input type="checkbox"/> AWL's Volunteer Agreement <input type="checkbox"/> Signed Confidentiality Agreement <input type="checkbox"/> Signed Code of Conduct

Satisfactory National Police Clearance Certificate is required at commencement and periodically renewed at the request of the AWL.

If you have any questions about these background checks, please do not hesitate to contact AWL's People, Culture & Safety Coordinator. Please note that we treat all information as sensitive and handle it in accordance with privacy laws.

I have read the requirements and responsibilities outlined in this role description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____