

POSITION DESCRIPTION

BARGAIN BASEMENT OP SHOP ASSISTANT

PURPOSE

The purpose of the Bargain Basement Op Shop Assistant is to assist with the efficient running of the Bargain Basement Op Shop.

KEY RESPONSIBILITIES

SALES ASSISTANT

Morning Duties

- Ensure Bargain Basement signage from front foyer is put out.
- Collect cash box and keys from House Manager.
- Ensure shop lights and door monitor are turned on.
- Put open sign out.
- Unlock the Bargain Basement office.
- Greet customers when they come into the shop.
- Assist customers as required.
- Write each article sold and the price on the sales sheet.
- Ensure shop is kept clean, neat and tidy, e.g. tidying shelves, dusting, cleaning crockery and ornaments.
- Sort and price stock as required.
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan House such as the Drop-in Lounge).

Afternoon Duties

- Greet customers as they come into the shop.
- Assist customers as required.
- Write each article sold and the price on the sales sheet.
- Ensure shop is kept clean, neat and tidy, e.g. tidying shelves, dusting, cleaning crockery and ornaments.
- Sort and price stock as required.
- At the end of the day add sales from sales sheet and check that this balances with takings. Put sales sheet in cash box to bring up to main office.
- Bring the open sign in.
- Ensure lights and door monitor are turned off.
- Ensure office door and front door is locked.
- Take cash box and keys to the House Manager.
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan House such as the Drop-in Lounge).

BARGAIN BASEMENT ASSISTANT

- Sort stock as it is received.
- Wash and iron clothing ready for pricing.
- Wash linen ready for pricing.
- Clean other stock as required, e.g. shoes, crockery, cutlery
- Price stock ready for sale.
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan House such as the Drop-in Lounge).

LOUNGE HOST

PURPOSE

The purpose of the Lounge host is to make all visitors to The Raglan House feel welcome.

KEY RESPONSIBILITIES

Morning Duties

- Ensure dishwasher is emptied.
- Put out biscuits, milk, sugar and teaspoons.
- Open windows / put on heater.
- Collect mail from PO Box.
- Greet all visitors and offer them a cup of tea or coffee.
- Load dishwasher and keep kitchen area clean and tidy.
- Ensure humidifier is topped up with water.
- Ensure phones are cleaned with anti-bacterial wipes.
- Open toilet windows.
- Complete tasks on volunteer job list as required.
- Wash tea-towels, hand towels and cleaning cloths and hang on washing line (as required).
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan House such as the Bargain Basement or Reception).

Afternoon Duties

- Ensure door handles of toilets and offices are cleaned with anti-bacterial wipes.
- Greet all visitors and offer them a cup of tea or coffee.
- Load dishwasher and keep kitchen area clean and tidy.
- Complete tasks on volunteer job list as required.
- Ensure humidifier is topped up with water.
- Bring washing in, fold and put into drawers (as required).
- Close all windows (including toilet windows).
- Put dishwasher powder into the dishwasher.
- Place biscuits in the fridge.
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan House such as the Bargain Basement or Reception).

REPORTS TO

The House Manager

TIME COMMITMENT

Drop-in Lounge

Morning: 9.30am – 12.30pm

Afternoon: 12.30pm – 3.30pm

Bargain Basement

Morning: 10.00am – 12.30pm

Afternoon: 12.30pm – 3.00pm

Or such other times as agreed with the House Manager.

SUPPORT

Training for these positions will be provided. In addition, the House Manager will be available for questions or assistance.