

JOB DESCRIPTION

P.A.T TESTER

Job purpose

To make sure electrical appliances that have been donated and require a PAT test check is completed so items can be offered for sale safely with no redress on the seller. Support the operation in the shop where required

KEY RESPONSIBILITIES

1. Support the sortation of donated items
2. P.A.T test electrical items
3. Preparing items for sale
4. Maintain P.A.T records for future reference
5. Maintain and safe and clean environment

Actions

SORTATION

Ensure donations are fit for purpose, clean and working. Preparing for shop floor, storage or re-donation, any items that are unsuitable prepare for recycling organisations or waste disposal.

PREPAREING ITEMS FOR SALE

Clean items and see they are working, replacing batteries where required.

P.A.T TESTING

Carry out a physical test to ensure the product complies with the electrical legislation label product to demonstrate compliance, Make sure accurate documentations is completed. Maintain P.A.T records for future reference up to 3 years

Any non-compliant items are destroyed or made unusable.

SAFE WORKING ENVIRONMENT

Keep walk ways clear of obstructions, regular sweeping and hoovering on a daily basis, ANY hazards you find should be corrected as soon as possible real or perceived, if you cannot correct then inform the most senior Volunteer.

Clean as you go should be your moto. Accident should be recorded in correct manner (including near misses). When at work always consider the safety of others. Only use approved cleaning materials and read instruction before use.

Personal Attributes

Qualified P.A.T Tester or Electrician

Whilst not essential would be preferred

Team player, Flexible working hours, organised, methodical, strong work ethic, reliable and trust worthy with a willness to take on other responsibilities Varying levels of numeracy, literacy and reasonable communicative skills

JOB DESCRIPTION

General volunteer Rochdale resource retail

Purpose

To support the charity shop operation, supporting the recycling of donated items, generating revenue to support local and selected organisations either financially or by re-donated items. Supporting the operation in other areas when required

Key responsibilities

1. Support the sortation of donated items
2. Preparing items for sale
3. Ensuring item items are correctly priced
4. Maintain display disciplines
5. Accurately completing cash
6. Provide excellent customer service
7. Maintain and safe and clean environment

Actions

SORTATION

Ensure donations are fit for purpose, clean and working. Preparing for shop floor, storage or re-donation, any items that are unsuitable prepare for recycling organisations or waste disposal. Carry out small repairs on furniture

PREPAREING ITEMS FOR SALE

Clean items and see they are working,

PRICING

Item should be consistently priced and clearly visible to the customer placing price stickers in the top right hand corner where possible, larger items should be priced using carded price tickets and placed in sign holder or attached using Kimble gun. . Bench marking product by viewing similar items already priced, larger priced item may require management support

DISPLAY MAINTANIANCE

Product grouping is important to assist customer selection avoid random dumping please ensure given sections are not contaminated, regular cleaning of product can enhance displays, damaged fixtures and fittings should be replaced. Faulty or damaged items removed from sale a sent to waste

TILL OPERATION

Once trained till operators must complete each transaction accurately either cash or card where available. Only trained staff over 15yrs should use the till. Purchases should be packed in suitable bags. Requests for collection of donations should be accurately recorded on order form provided. Similarly any deliveries must be recorded on delivery forms unless you can guarantee a delivery date and ETA. Then offer to contact later to arrange. Product can