**Volunteer Role Description**

**Auntie Wainwrights’ Charity Shop**

We appreciate your time in volunteering with us; we are confident that your volunteer experience will be both enjoyable and rewarding.

This role involves looking after a small, on site charity shop at Crossacres Resource Centre.

**Objective:**

* To help Age UK Manchester generate income from the charity shop for the benefit of older people living in the city of Manchester as directed by the manager.

**The role involves**

* Completing any necessary training, organised by Age UK Manchester
* Managing stock
* Sorting and pricing items
* Keeping the shop environment clean, tidy, welcoming and safe.
* Adhering to Age UK Manchester’s policies and procedures regarding confidentiality, Health and Safety and Equal Opportunities
* Reporting any issues to manager

**Person Specification**

* Honesty, integrity and a commitment to the mission of Age UK Manchester
* Ability to communicate effectively with people from a wide range of backgrounds
* Ability to work under own initiative and as part of a team with self-confidence, self-awareness and a sense of humour to create a cheerful, positive environment
* Ability to maintain a high standard of cleanliness
* Reliability and trustworthiness.