

DISTRIBUTION CENTRE: DISTRIBUTION AND STOCK CONTROL

VOLUNTEER

Line Manager: Stock Controller / Supervisor
Location: Retail Distribution Centre, Plympton

A great opportunity for someone to assist with the supply of stock to the St Luke's retail outlets. With a keen eye for finding quality goods and understanding which stock to send to shops, volunteers within our Distribution Centre will help to support and assist with donations received, to help raise vital funds for St Luke's Hospice Plymouth. Retail sales are an integral part of our fundraising and without the support of volunteers this would not be possible.

Your role

- Supporting the stock controller with donations received from the public through the Distribution Centre
- Sorting and picking items for distribution to our retail shops
- Identifying goods that can be recycled if not suitable for sale

Your qualities

- Reliability, flexibility and commitment
- Ability to identify which goods will sell well in different shops and online through eBay and Amazon
- An interest in helping to raise vital funds for St Luke's Hospice Plymouth
- To have a 'can do' attitude and integrity

How we work together

Volunteers are a valued and vital part of St Luke's

What volunteers can expect from St Luke's Hospice Plymouth

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- To be valued and treated with respect

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- To receive the appropriate induction and training
- To be supported in the role, with a clear explanation of what it involves
- To have adequate supervision in the role
- To have access to information to enable them to perform their tasks
- To be able to decide at any time to end their involvement with St Luke's
- To have safe working conditions
- To be reimbursed for reasonable travel expenses
- To be appropriately covered by insurance
- To develop and grow with the volunteer role
- To be part of a fun and motivated team

What St Luke's asks from volunteers

- To perform tasks with reliability, flexibility and commitment
- To work towards St Luke's aims, objectives and core values
- To attend training and volunteer meetings when required, where possible
- To accept support and supervision to enable performance of tasks
- To communicate with your supervisor if you are unable to attend
- To respect and maintain confidentiality at all times
- To use your specialist skills/knowledge to convert donated items into sales/funds

St Luke's Volunteer Services

Tel: 01752 401172 • Email: volunteer@stlukes-hospice.org.uk

www.stlukes-hospice.org.uk/volunteering

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