

## **Discoveries Deputy Shop Manager**

**Employer:** The Parochial Church Council (PCC) of St Peter's Church, Yateley.

**Reports to:** Discoveries Shop Manager.

**Hours of work:** Part time – 20 hours per week– see contract of Employment for details

**Work base:** Discoveries Charity shop – or any other location as agreed by the Line Manager & PCC

### **Purpose of job:**

To act as Deputy for the Discoveries Shop Manager regarding all aspects of the running of Discoveries charity shop as it sells low-cost second-hand items as a means of service & outreach to the people of Yateley.

To motivate and manage a team of volunteers

To communicate regularly with customers, donors, suppliers and trades persons.

To develop new opportunities for maximising sales using social & electronic media.

To raise funds in support of the ministry & activities of St Peter's Church.

### **Main responsibilities:**

Opening & closing procedures –

Responsible for preparing the shop for opening to ensure a clean, safe environment with properly presented goods ready for sale.

Lead staff prayer meetings in the absence of the Shop Manager

Accountable for opening & closing the shop on time and completing all security measures.

Carrying out any reasonable duties as delegated by the Shop Manager as required.

Staffing –

To allocate work to volunteer staff, ensuring they are properly instructed & trained.

Maintain and uphold a professional approach to staff, volunteers and customers by example, encouragement and training

Provide pastoral care and support to volunteers maintaining good discipline & morale.

Agreeing appropriate levels of volunteer staff with Shop Manager and advising of changes in the availability of volunteers.

### **Sale of Goods:**

Ensure a regular supply of saleable merchandise to the shop floor

Oversee the display & presentation of goods for sale.

### **Marketing:**

Develop new opportunities for enhancing sales through use of social media.

Assist in the sale of goods online using appropriate platforms and websites

Cash & Financial Records –

As Deputy to the Shop Manager, maintain processes and procedures that ensure cash is handled securely and that weekly cash receipts are balanced, recorded and banked.

Stock Management –

Ensure that stock on the shop floor is suitable for sale and correctly priced.

Oversee the receipt, storage and sorting of incoming stock, including the disposal of non-saleable items.

Managing the movement of incoming goods either to disposal or store for future sale.

Working with the Shop Manager to ensure the display of stock maximises sale opportunities.

**Customer & Community Relations:**

To be able to come alongside customers to offer prayer and support when appropriate.

**Security:**

To serve as a key holder

To ensure under the direction of the Manager the security of shop takings

To ensure that security procedures are understood & implemented by staff & volunteers

**Health & Safety:**

To deputise for and support the Discoveries Manager to ensure that all aspects of Health & Safety relating to staff, stock receipt, storage and sales are maintained according to relevant legislation and standards.

This includes:

- Ensure that any accidents are correctly recorded in the accident book.
- Report any matters of concern regarding Health and Safety to the Discoveries Manager, or in their absence, to the Church Manager.
- The post holder will be required to undertake some lifting of goods. Training in Manual Handling will be provided.
- All Staff & volunteers are responsible for their own Health & Safety.

Discoveries is an initiative of St Peter's Church, Yateley. It serves as an expression of the church's values and participates in its mission to the parish of Yateley and beyond. The appointed person will understand this work and be supportive of it.

This is not an exhaustive list of duties. The post holder may be required to undertake other duties in keeping with the role held and required by their senior manager.

**Hours of Work:**

20 hours per week including rostered Saturday cover