

## **OP SHOP VOLUNTEER JOB DESCRIPTION**

### **Volunteers are required for onsite work in the shop**

- The shop will be open six days a week
- Volunteers will be needed to cover 2 shifts per week day and one shift on Saturdays

### **Rosters**

Mondays to Fridays: 10.00 – 1.00pm & 1.00pm – 4.30pm  
Saturdays: 10.00am – 3.00pm

### **The work involves:**

- Sorting, tagging
- Cleaning and polishing
- Customer service

### **Requirements**

- Must have good people skills and customer service orientation
- Must have own transport

Tea and coffee supplied during breaks

### **Off site work sorting donated goods**

### **Volunteers are required for:**

- Checking electrical goods
- Mending
- Washing, drying, ironing
- Sorting