

Volunteer Role for Clothes Store

Days: Every Tuesday's and Friday's (You can opt to volunteer for one session or both)

Times: 9.30am-12pm

Location: 48-52 Allcock Street, Birmingham, B9 4DY

Commitment: 3 hours minimum per week

Duties/ tasks:

- Sort clothes, fold & place into the appropriate labelled section.
- Empty any pockets for any unsuspected items and remove all labels where necessary
- Replenish stock-discard any dirty, excessively worn or unsuitable clothing & place into black bags to await collection by the rag collection
- Service user names are taken at the duty desk before providing service
- All items taken by clients are audited
- Service Users will attend the clothes store one at a time in order of the list.
- Do not give more than one change of clothes at a time unless in exceptional circumstances (e.g. – a hospital stay).
- Provide a courteous and friendly service to clients
- To keep the area tidy at all times and help with setting up and clearing up at the end of the session.

Person specification:

- Skills/ experience/ knowledge/ behaviour:
- Must be a team player and able to use own initiative
- Good communication skills required
- Confidential and organised
- Reliable and possess good time keeping skills
- Enthusiastic, approachable and helpful
- Must be committed and reliable
- Honest and non-judgemental
- Able to uphold SIFA Fireside's ethos and values

Training and development:

- you will be encouraged to partake in further training and development opportunities to update your skills and experience
- You will be provided with on-going support and guidance by an experienced colleague which will enable you to build confidence and experience in this field of work
- You will have regular reviews with the Volunteer Organiser to ensure expectations are met and training and development opportunities identified

Other information

- Volunteers must be willing to commit a 3hours a week for 3 months regularly to ensure consistency and undergo further training
- As this post requires direct contact with vulnerable adults, a Criminal Records Disclosure will be conducted by SIFA Fireside. Subject to this being satisfactory, the potential volunteer will be appointed in the volunteer post

N.B, please note, the volunteer job role will be subject to revisions to meet demands of the business and good practice.