



Being there for *you*
and *your family*

LOROS ENTERPRISES LIMITED

JOB DESCRIPTION

- JOB TITLE:** Shop Team Leader
- RESPONSIBLE TO:** Shop Manager
- JOB PURPOSE:** To work alongside management and volunteers to ensure efficient running of the store. To support in driving sales and maximising shop profits.

PARTICULAR RESPONSIBILITIES:

- a) Supporting the Shop Manager, in achieving an annual budget of shop income, which will be agreed with the Retail Manager.
- b) Responsible for Managing the Shop in the Shop Manager absence, including opening and closing of the Shop and acting as Duty Manager.
- c) To ensure the flow of sufficient donated goods, and support the Shop Manager in advertising through local publicity, gift appeals and shop promotions.
- d) To ensure that the interior and window presentation is maintained and that customers statutory rights are reserved at all times, with the support and direction from the Shop Manager.
- e) To ensure that all monies and stock are handled according to LOROS financial and security procedures, including the receipting of cash donations.
- f) To ensure that the sorting of donated items is done in accordance with LOROS policy.
- g) To maintain adequate stock of all shop supplies and to ensure that the shop is merchandised to an agreed standard to maximise sales.
- h) To be conversant with LOROS shop policies and objectives and to ensure that volunteers understand and follow such policies.

GENERAL:

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

To observe the hospices Equality, Diversity & Inclusion Policy and Statement which states our commitment to treating everyone with dignity and respect, irrespective of their protected characteristic.

- Promote equality, diversity and inclusion in working practices by developing and maintaining positive working relationships that ensure colleagues are treated fairly and have a voice by contributing to the development of fair and equitable working practices.
- Ensure that colleagues are treated fairly. Staff must ensure their behaviour does not constitute to discrimination and have a voice to challenge others behaving inappropriately and not in line with the hospice's values. Be supportive of colleagues or service users who wish to raise concerns about inappropriate practice's or experiences.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed..... Date.....

Postholder

Signed..... Date

Line Manager

