

Position Description

Role: Treasurer Hunter & Sorter Volunteer (Retail Warehouse Volunteer)

Department: Retail

Date: June 2021

This job description is designed to give an indication of the type of work and performance expected of the job holder. It does not provide an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.

Overview of the role

The retail shops are a major fundraiser for Mary Potter Hospice and the treasurer hunter & sorter volunteer primary support is to assist with incoming goods and sorting, pricing and prepare them for delivery to our retail stores.

Scope

Reports to: Warehouse manager

Location: 3 McMillan Court, Newlands

Key Competencies

- Have the desire to hunt out the treasures that come in and sorting them into appropriate categories to be dispatched to relevant shops
- Able to maintain an awareness of different quality of goods, fashion, and brands
- Good communication skills
- Ability to work effectively as part of a team
- Excellent organisational skills

Key Tasks

- Volunteer a regular roster time weekly/fortnightly as agreed with the Manager
- Having first hand opportunity to look for those treasures that come in and sort them into appropriate categories to be dispatched to relevant shops
- Take part in training sessions regarding the identification and subsequent value of goods
- Assist customers dropping in goods to our stores, by helping unload vehicles etc
- Maintaining confidentiality and privacy in matters relating to the store, customers, procedures and security
- Keep the work place clean and tidy at all times

Health and Safety (All roles have a H&S component, some more detailed than others. The tasks here include the minimum expected of all roles.)

- Practise within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with retail staff as required
- Identify, minimise and report risks
- Participate in mandatory health and safety training as required.

Outputs/Expected results/Key performance indicators

- Health and Safety responsibilities are met and mandatory training complete
- Warehouse is kept in a tidy and organised manner
- Able to easily ascertain what stock is on hand so that distribution to shops is efficient
- Mary Potter Hospice is known for quality well priced goods
- Retail shops continuously have a supply of stock to be able to on sell goods

Outcomes

- All shops are consistently well stocked
- Retail network exceeds targets set and maintains good sales
- MPH Retail Stops are known as the place to shop for good used goods

Person Specification

- Interest in used goods and passion to look for those treasures
- Understand the value of used goods (training will be provided)
- Ability to communicate well with the wider network team
- Strong organisational skills

Signed: Date:

(Job Holder)

Signed: Date:

(Director)

Job Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.