

Volunteer Position Description

Role Title	Upcycle Boutique/Café 175 Assistant
Reports To	Upcycle Boutique Facilitator Overall governing body - Management Committee
Time Commitment	Minimum 5 hours which includes set-up and pack-up. Monday 9.00 am –3.30pm (with some flexibility for opening times)
Working Environment	Setting up on the main corridor area ('the street') Standing and moving around corridor area Green Initiatives- sustainable and environmental issues
Key working relationships	Upcycle Boutique Facilitator, volunteers, CDO
Role objective	To assist the Upcycle Boutique Facilitator to set-up the Upcycle Boutique with display of garments for sale. Assisting customers with their choices. Assist in providing food and refreshments to the public.
Primary responsibilities	<ol style="list-style-type: none"> 1. Comply with Centre policies, procedures and guidelines. 2. Attend training, meetings and get-togethers as scheduled. 3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre. 4. Set up the garments for sale on racks, ensuring the display is in an orderly manner, by <ul style="list-style-type: none"> • Ensuring coat hangers are facing the same way. • Making sure garments are placed on the coat hangers appropriately. • Ensuring all garments are of a good quality. • Monitoring the racks to ensure items of clothing are returned in an orderly manner. • Checking donated items for quality and cleanliness. • Ironing items if required. 5. Provide refreshments, by <ul style="list-style-type: none"> • Ensuring tea and coffee supplies are maintained and served to customers in a timely manner. • Following safe food handling instructions. • Taking a delivering customer orders. • Clearing and cleaning tables after each sitting.

	<p>6. Set up the display mannequins, by</p> <ul style="list-style-type: none"> • using initiative to display outfits in an appealing style. <p>7. Assist customers with their choices, by</p> <ul style="list-style-type: none"> • Giving advice where appropriate. • Offering an alteration service through 'Behind the Seams'. • Taking payment for purchases. <p>8. Assist the Facilitator to pack-up the garments, by</p> <ul style="list-style-type: none"> • Tidying up the racks after the closing time • Storing the racks in the storeroom • Changing over to seasonal outfits, when appropriate
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SKILLS, KNOWLEDGE & ATTRIBUTES

Essential	<ul style="list-style-type: none"> • Good communication skills • Ability to work under minimal supervision and manage time effectively • Ability to relate to people from diverse backgrounds • Good organisation skills • Be adaptable and accepting of changes or new requirements, as needed • Demonstrated customer service standards and principles • Ability to work in a team environment • Ability to stand and be mobile and able to move racks of clothing without duress • Cash handling knowledge and security
Desirable	<ul style="list-style-type: none"> • Experience in a fashion environment or flare with clothing • Awareness of Workplace and Health & Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act • Awareness of inclusivity and diversity of visitors and their issues
Mandatory requirements	SAPOL – police check
Training	Food safety and handling

I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.

Print Name (Volunteer):

Signed (Volunteer): _____

Date: .. / .. /

Title of Position Description	Upcycle Boutique Assistant	
Approved by	Name: _____	Date: _____
Date Reviewed	_____	