



## The Myton Hospices

### Job Description

**Job Title:** Assistant Manager

**Department:** Retail

**Responsible to:** Shop Manager

**Accountable to:** Shop Manager

#### Summary of Role:

##### Primary Work Base:

**NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.**

*Please outline a brief summary of the role below:*

To work under the guidance of the shop manager to ensure that the shop is fully stocked and working towards maximum sales at all times.

#### Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



#### Main Duties & Responsibilities

*Please list the main duties and responsibilities below.*

1. To assist the Shop Manager to achieve targets within the agreed income and expenditure budgets.
2. To receive donated goods and promote the Gift Aid Scheme.

3. To sort, steam, price, code and display donated goods of acceptable quality.
4. To Rag unsaleable items.
5. Ensure clothes rails in the shop are fully stocked at all times.
6. Ensure all areas of the shop are clean and tidy, ensuring fire exits are clear at all times.
7. To 'stand in' for the Shop Manager as and when required (i.e. holidays, day off, sick leave etc) and maintain the standards of the shop during this period.
8. To work in other shops, when required.
9. To work a minimum of two Saturdays per month on a rota basis.
10. To abide by the hospice Retail manual, policies and procedures, particularly Health and Safety at all times and to adhere to the Myton Hospices Values.
11. To attend all mandatory training, e.g. fire training, moving and handling etc and Myton Hospice meetings when requested.
12. Any other duties commensurate with the post

## **GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES**

### **Policies and Procedures**

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

### **Volunteers**

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

### **Confidentiality and Data protection**

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

### **Infection Control**

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

### **Equality & Diversity**

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

### **Code of Conduct**

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

### **Review of Job Description**

*This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.*

*This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).*

### **Employee/Managers Signature**

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_