



REAL Volunteer Job Description

Project Assistant

REAL DEAL Electrical Appliance Tester and Repair

Purpose of the role

- To test appliances for workability for sale at the store
- To repair appliances as appropriate

Location

- At the REAL DEAL store, Smiths Falls

Duties and responsibilities

- Assess the workability and suitability of electric appliances and price accordingly
- Repair items as applicable
- Place items in appropriate locations on floor for sale
- Help customers find items as required

Time requirements

- Minimum two hours per shift
- Minimum one shift per month
- Thursdays to Saturdays, 10:00 a.m. to 4:00 p.m., year round

Skills and qualifications

- Knowledge of electrical items and how they work
- Ability to do minor repairs
- Ability to work with the public and to meet and greet customers
- Desire to help
- Knowledge of REAL, its objectives and projects

Benefits

- Volunteer will gain experience repairing electrical items
- Gain knowledge about pricing, displaying items for sale
- Meet new people
- Offer information to public re: environmental projects and practices
- Learn about environmental projects and practices

Orientation and training

Provided by REAL DEAL store manager, and/or volunteer co-ordinator

- Familiarization of REAL, policies, programs and procedures
- Training on volunteer policies and procedures



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Level of Screening Required

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed

Supervision

- Takes direction from and reports to REAL DEAL store manager

Safety Considerations/Precautions

- Safe repair of electrical appliances
- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed: March 2010

Date reviewed/revised: