



REAL Volunteer Job Description

Project Assistant REAL DEAL Receiver

Purpose of the role

- To receive items, assess suitability for sale at the REAL DEAL Store

Location

- At the REAL DEAL store, Smiths Falls

Duties and responsibilities

- Welcome customers (provide customer service) when they enter the receiving area and offer assistance
- Help customers unload their donated items as requested
- Assess the suitability of items for sale at the store
- Weigh items and record their weight
- place items in secure location for future placement on floor for sale
- help customers load purchased items

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

- Ability to work with the public and to meet and greet newcomers
- Desire to help
- Knowledge of REAL, its objectives and projects
- Able to do light lifting

Benefits

- Volunteer will gain retail experience
- 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

Level of Screening Required

- Application and Interest Form Completed



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- 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 lifting and moving of goods
- 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: