



RETAIL ASSISTANT

FRP is looking to recruit a Retail Assistant to work on Fridays and Saturdays, and potentially occasionally on other days, as part of its Retail team. The role will be part of a team who are responsible for selling reuse, reclaimed and recycled products to the public, thus both diverting materials from landfill and giving members of the community easy and affordable access to our reclaimed materials.

In particular, we are interested in recruiting someone to this post who can help increase our capacity to retail reclaimed textiles that are donated to FRP, and who might bring interest and knowledge in this area - or be keen to learn.

We are looking for someone who can join our team and start work with us during October 2022.

JOB DESCRIPTION

JOB TITLE: Retail Assistant

HOURS: 12 hours per week - typically 9.30am to 5pm Friday (with a break for lunch) plus 9.30am-2.30pm Saturday; and approximately once a month 12noon to 5pm Friday plus 9.30am to 5pm Saturday (with a break for lunch) envisaged to staff a fabric sale event.

SALARY: £11.05 per hour (£6,895 gross per year - equivalent to £20,111 FTE for 35 hours)

REPORTS TO: Retail & Operations Manager

PLACE OF WORK: Bakers Avenue, E17 9AW (shop, offices and recycling spaces) plus on occasion The Sidings, off Hainault Road, E11 IHD (a warehouse based retail outlet)

KEY ROLE TASKS

- Serve FRP retail customers, predominantly the shop at 2c Bakers Avenue on Fridays and Saturdays – serving and advising the customers, and using the iZettle app for taking cash and card payments. The shop sells reclaimed paint, fabrics and scaffolding products (training and mentoring will be given by FRP colleagues on our sales processes and products)..
- Work with colleagues to manage stock of all items in the retail outlets as a team.
- Liaise with fabric donors and take fabric donations for FRP.
- Lead on the processing and pricing of fabric donations, and their display in the shop.

- Lead on the FRP fabrics membership scheme (a bulk-buying arrangement) for community and educational projects.
- Work with colleagues to reintroduce FRP fabric sales - a successful event that before the pandemic was held approximately monthly on Saturdays at our Bakers Avenue site.
- Along with colleagues, looking after shop, workshop and office spaces, keeping them safe and organised.
- Adhering to FRP policies and procedures including Health & Safety and Safeguarding.
- Other reasonable duties as requested by line manager .

Personal Qualities

- Skills and experience in a retail setting would be highly desirable, or identified transferable skills to a retail setting.
- Knowledge of fabrics would be an advantage, so that you could lead in this area of retail with support from the manager and team.
- Excellent people skills, for working with the public.
- Willingness to regularly work Fridays and Saturdays as core hours.
- Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours.
- Reliability.
- Good at team working.
- Admin skills - answering enquiries by email, phone and in person; using google drive and spreadsheets for administration and record keeping, posting on social media.
- Commitment to social inclusion and environmental sustainability.
- Alignment with the environmental and community values of FRP.

DBS Check

FRP takes its safeguarding responsibilities very seriously and has a considered safeguarding policy, incorporating a rehabilitation of offenders policy, in place along with accompanying procedures. As part of this, each role at FRP is carefully considered for a DBS Check.

This post does not require a DBS check, however if the postholder started to work in a supervisory capacity with volunteers - who may be vulnerable adults - one would be needed. This would all be considered and agreed in consultation between postholder and line manager.

More details and a copy of the policies are available on request.