



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 assisting our shop and warehouse customers to buy reuse, reclaimed and recycled products, 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 team members who are interested in our retail streams of paint, textiles and timber, including liaising with fabric and wood donors. Some prior knowledge of paint and/or textiles would be welcome.

We are looking for someone who can join our team and start work with us as soon as possible. A January 2025 start would also be possible for the right candidate.

Application by CV with a cover letter or email that outlines your suitability for the role as described below. Email to alison@frpuk.org. Deadline for applications Sunday 10 November 2024. Interview date Tuesday 19 November in the afternoon (invitations to interview will be made by 14 November).

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

There may also be an opportunity to work some additional hours and days at FRP's warehouse, by agreement, in a similar retail role (the warehouse is predominantly paint retail).

SALARY: £13.15 per hour (£8,205 gross per year - equivalent to £23,933 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.

- As a team, you will liaise with fabric donors and arrange fabric donations for FRP. One person may lead on this.
- As a team, you will process and price fabric donations, and their display in the shop. This is because we price fabric pieces individually. One person may lead on this.
- As a team, you will liaise with wood donors and arrange wood donations for FRP. One person may lead on this.
- As a team, you will continue FRP fabric sales - a successful event that takes place several times a year at our Bakers Avenue site. One person may lead on this.
- Along with colleagues, look after shop, workshop and office spaces, keeping them safe and organised.
- Adhere to FRP policies and procedures including Health & Safety and Safeguarding.
- Other reasonable duties as requested by the 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 for at least one member of staff would be an advantage, so that you could lead in this area of retail with support from the manager and team.
- Knowledge of paint would also be an advantage, so that you can help customers, although this is not essential.
- 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.

These posts do not require a DBS check, however if the postholder(s) 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(s) and line manager.

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