



Role	Sales Assistant
Organisation Name	The Living Room
Organisation Overview	The Living Room is an award winning community rehabilitation, addiction recovery charity. It runs three centres in Hertfordshire, St Albans and Watford. Each centre provides free intensive structured, abstinence-based, day treatment for adults (18+) with substance addictions (alcohol and illicit and non-illicit drugs) and behavioural addictions (e.g. eating disorders, obsessive compulsive disorder, self-harm, gambling, shoplifting, relationships, love and sex), alongside a free crèche in Stevenage for the addict's children. We also provide a free treatment and support group for family and carers at each centre.
Location of Position	Stevenage
Responsible To	Sherree Huetson (Senior Shop Manager)
Purpose of Role	To provide a high level of customer service in the charity shops, and help to sell second-hand goods to the public.
Description of Tasks	1. Sort and categorise donations of clothes and bric-a-brac 2. Preparing donations for sale and display on the shop floor. 3. Maintain the appearance and cleanliness of the shop floor. 4. Provide good customer service at all times. 5. Once trained, use the till to record sales.
Time Commitment	Minimum of four hours per week.
Skills and Qualifications	Able to make customers feel welcome, interact positively and work to schedules and task lists as directed.
Training and Support	You will receive ongoing support from all shop managers, Deputy Senior Manager and Senior Manager.
Reimbursement of Expenses	Out of pocket expenses will be reimbursed: mileage costs @ 45p per mile up to a maximum of 20 miles per return trip, public transport up to a maximum of £10 per return trip
Benefits to Volunteer	Make a difference in your local community and work in an amazing team who have a real passion for their work. Gain current experience for your CV. Share your knowledge and spend time making a difference. Make friends and get to know local people who share a common goal; supporting people recovering from addictions. We are a disability confident and mindful employer.

Application Procedure	Application form obtained from downloading from our website https://www.livingroomherts.org/Pages/Category/join-our-team References required and willingness to obtain a DBS check
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