

## Volunteer Role Description

<b>Role Title</b>	Donations Assistant
<b>Department</b>	Facilities
<b>Reporting to</b>	Facilities Assistant
<b>Hours</b>	Monday to Friday Hours and days flexible
<b>Location</b>	Cotton Hall, Chester
<b>Purpose/Summary of Role</b>	To assist with the sorting and organising of items donated to our charity
<b>Description of Tasks</b>	<p>Sorting through and organising charity donations, including the identification of recyclables and items suitable for Ebay.</p> <ul style="list-style-type: none"><li>• Keeping donations' storage rooms tidy and organised.</li><li>• Identifying items for distribution to families.</li><li>• Sorting clothes into age groups</li><li>• Preparing rails of clothes for families to look through</li><li>• Keep records of distributed donations for recording on our 'Log'</li><li>• Identifying items to be sent for recycling (rag man)</li></ul>
<b>Skills and abilities/Qualifications</b>	<p>This role requires someone who is organised and tidy with the ability to work alone as well as part of the Save the Family team of staff and volunteers. Some physical fitness is required as you will be manual handling bags and boxes.</p> <p>Ability to work to deadlines when spaces need to be cleared</p>