

LivingStones Christian Centre Limited
Job Description

Name		Job Title	LivingStones Centre Co-Worker
Reports to	LivingStones Centre Co-ordinator – Mrs. Sue Luff		
Position Summary	<p>To be responsible to the Centre Co-ordinator for the efficient and effective running of the shop on a part-time basis.</p> <p>You will be working under the management of Mrs. Sue Luff.</p>		
Responsibilities	<ol style="list-style-type: none"> 1. The co-worker will be expected to take responsibility for opening and closing the LivingStones centre/ shop on the days they are allocated. 2. The Co-worker will work with the shop volunteers to ensure the centre/ shop is open and operating effectively & efficiently for all allocated days. 3. At the beginning and end of the day, to be responsible for accounting for all cash sales and card sales made during that day. 4. Working in consultation with the centre Co-ordinator, to price up stock and to organise display of stock, in such a way as to make it appealing and accessible for customers. 5. Support volunteers by stepping in with customer queries and be proactive with general problem solving. 6. Ensure that tea and coffee are always available particularly in the drop-in space at the rear of the shop. 7. Engage with customers, in the shop or by telephone, to help them locate or order products sold through the shop. 8. To pack/ unpack and account for items in book boxes. 9. Maintenance and house keeping of the shop and centre. 10. To always be willing to engage and pray with visitors to the centre. 11. To be prepared to serve and promote the ministry of LivingStones in the locality by helping to maintain relationships with churches and individuals, and to support the ecumenical heart of Fleet and Crookham. 12. To be prepared to attend sales events and relevant seminars when appropriate. 		
Conditions of service	<ol style="list-style-type: none"> 1. The role is a part time position being employed for 2 days each week, and additionally alternate Saturdays. The role requires mutual agreement with the Centre Co-ordinator and volunteers to ensure that adequate cover is in place when they are absent. 2. Normal working hours are 10AM till 4PM hours per day with an additional half hour for lunch. (i.e. 5.5 Hours per day). 3. 11 days' holiday per calendar year, including Bank Holidays and Sundays. 4. In event of illness the first 12 days in any calendar year will be on normal part-time pay; thereafter payment will be at the discretion of the Directors. 5. The co-worker may discuss any work-related difficulties with the Centre Co-ordinator, in the first instance, or any of the charity directors. However, the board of directors will have the final decision. 6. The Directors will deal with any disciplinary matters concerning the co-worker. 7. Employment will be probationary for 6 months and then reviewed; thereafter it will be subject to a one-month notice period on either side. 8. The building is a non-smoking environment. 9. There will be an annual pay review and appraisal system. 10. The centre is a non-denominational Christian Charity; it is expected that the post holder would be fully in agreement with the aims of the Charity and should be an active member of a local church. 		