



# 2ND STOP CHARITY SHOP

## Application for - Assistant Manager

The Assistant Manager will work 1 day per week (7.75 hrs) and 1 Saturday morning per month (4.25 hrs).  
The working day is to be agreed with the Shop Manager. Rate of pay £10.00 per hour

Surname		
Forenames		
Address		
Phone No.		Mobile No.
Email		
Previous work experience		
About Yourself <i>** Please feel free to send a CV if you have one **</i>		
Preferred Working Day		

When can you start	
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Holiday Commitments	
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Please include details of TWO referees (only to be used for successful applicant)

Name	Address	Contact No.
Name	Address	Contact No.

Signature	Date
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Good interpersonal and communication skills.  
This is essential for dealing with customers, addressing problems sympathetically and when assisting shop volunteers with their duties.

Organisational skills.  
Prioritising customer service while managing the shop, volunteer staff and accepting/sorting customer donations from customers.

Financial skills.  
To deal with the pricing of all types of goods and the balancing and banking of the shop takings.

No retail experience is required, so if you are interested in this role then please send a completed application form, with CV if you have one to Mrs Molly Arnot, 8 Moorfield Close, Kesgrave, IP5 2YD or by email to [molly20arnot@gmail.com](mailto:molly20arnot@gmail.com)

Closing date for applications – Friday 7<sup>th</sup> May 2021

The 2<sup>nd</sup> STOP CHARITY SHOP is operated by SPARK (SPort Amenities and Recreation in Kesgrave). All data contained within this application will be stored securely by SPARK and only used for the purpose of recruitment of this post. Personal data will not be shared with any other person or entity. Only short-listed applicant data will be retained for a period of one year after selection has been made when it will then be destroyed. Details on how to contact SPARK can be found on its website at [www.kesgrave-spark.org.uk](http://www.kesgrave-spark.org.uk)