



HESTERCOMBE
paradise restored

Bookshop Volunteer Role

Assistant Profile

- Catalogue books in storage and on display
- Select books for display
- Rotate stock on display and in storage
- Maintain displays
- Handle cash
- Maintain Gift Aid records
- Serve customers helping them to locate books as necessary
- At all times reflect the standards, ethos & policies of Hestercombe
- Excellent communication skills
- Enthusiasm for customer facing role
- Exceed visitor expectations with the quality of presentation, service and
- Good eye for detail
- Some understanding of the methods of cataloguing and managing
- The ability to respond to general enquiries
- The ability to move freely around the bookshop and work alone for
- The ability to handle cash accurately and reliably
- Assist with clearing visitors from the premises at public closing time

Bookshop Set Up Assistant Volunteer:

Benefits

- After 5 sessions of volunteering you will be rewarded with a
- Volunteers are invited to Hestercombe's annual volunteer party – a
- Volunteers are entitled to free tea and coffee, which is available from

Shifts

Monday – Sunday (incl. Bank Holidays): 9.45am – 2 pm

Duration: Ongoing

Terms of employment

Notes

Interested?

Hestercombe Gardens
Cheddon Fitzpaine
Taunton
TA2 8LG

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