



Tree of Life Centre Wythenshawe
Greenbrow Road
Newall Green
Wythenshawe
Manchester
M23 2UE

0161 489 7018
info@treeoflifecentre.org.uk

Volunteer Role

Role : Large Goods Assistant

Duties :

- Check items are neatly presented and dust free
- Answer any customer queries
- Complete delivery note of items being prepared for despatch (delivery note should indicate item(s) sold, agreed sale price (incl. delivery charge), customers address including post code, contact telephone number, agreed day and time (i.e. morning or afternoon) for delivery)
- Mark items as sold together with delivery address and date for delivery
- Log all items sold and agreed sale price of each item

Equipment required :

- Tree of Life Centre identification badge
- Safety Shoes

Experienced preferred :

- Handling money
- Manual handling of large items of furniture
- Customer service type environment

Hours of Duties :

- Monday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)
- Tuesday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)
- Wednesday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)
- Thursday 9:30am – 3:30pm (9:30am – 12.30pm or 12.30 – 3pm)