

HNBC Shop Organiser - Job Description

Background information

The Shop Organiser is responsible for identifying and ordering suitable merchandise to sell through the club Shop, keeping track of stock, running the club stall at events and despatching ordered goods to purchasers through the on-line Shop (OLS).

TASKS

1 Stock

- 1.1 Identify and order suitable items
- 1.2 Keep track of stock and store safely
- 1.3 Determine prices at which items are to be sold
- 1.4 Complete end of year stock-take for Treasurer
- 1.5 Hold stock of Christmas cards and put into packs for selling

2 Attendance at waterway events

- 2.1 Complete booking applications where necessary
- 2.2 Publicise Shop presence
- 2.3 Have fire extinguisher and first aid kit available at Shop during events
- 2.3 Liaise with First Aider to ensure first aid kit meets current requirements
- 2.4 Notify Membership Secretary of new member subscriptions or renewals received at events

3 On-line Shop (OLS)

- 3.1 Ensure the stock shown in the OLS is up-to-date, send details with digital photos of new stock to Web Content Editor as well as details of items to be withdrawn
- 3.2 Be able to access post office on a frequent basis, 2 to 3 times a week on-going, and daily at busy times, eg Christmas
- 3.3 Update Webmaster with changes to postage prices when these change

4 Finances

- 4.1 Float – provide float for use in Shop stall at events
- 4.2 Record keeping – keep note of sales and takings at each event
- 4.3 Pay in monies and notify Treasurer
- 4.4 Send suppliers' invoices to Treasurer

5 Meetings

- 5.1 Provide details to committee meetings of takings at events and via OLS

FACILITIES

- Secure dry storage for around 20 boxes of stock together with tables, chairs, gazebo and other equipment
- Vehicle, or vehicle + trailer, to move stock to events

SKILLS AND KNOWLEDGE

Computer literacy

- Able to use email and word processing software
- Willing to learn to use the on-line shop and to access the club website to check orders
- Be familiar with, or willing to learn about, on-line payment systems such as PayPal

Personal skills

- Work constructively with Webmaster, Web Content Editor, Treasurer, Membership Sec
- Answer suppliers' and purchasers' queries (by phone, post or email) with diplomacy and sensitivity
- Be fit enough to load and unload boxes of stock and ancillary equipment
- Be aware of health & safety issues when lifting