



Lesbury Community Shop

Volunteers

Thank you for expressing an interest in becoming a volunteer for our community shop. We know that people volunteer for a variety of reasons and can contribute in a range of ways according to the individual skills and talents that they bring.

Please note that Lesbury Community Shop Limited is committed to the development of equal opportunities and believes that opportunities should be open to all regardless of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

Please either return this form to 28 Townfoot, Lesbury, NE66 3BR, or email a scanned copy to admin@lesburyshop.co.uk

PRIOR TO OPENING:

These are areas where we would appreciate additional expertise prior to opening. Please tick below if you can offer support in any of these areas:

	Please tick:
Holds a current food hygiene certificate and has knowledge of food handling – to help with training in this subject (note: does not need to be a trainer themselves)	
Experience with providing training	
Experience of sourcing from local suppliers: food, cakes, groceries, etc.	
Knowledge of logistics on a small-scale – particularly with parcel couriers	
Knowledge and experience of EPOS NOW	
Knowledge and experience of XERO	
Experience of working as a manager in a shop/small office	
Experience of working in a shop (to support development of procedures)	
Knowledge of health and safety policy and procedures	
Experience with shop merchandising/layout	
Experience of marketing a small business	
Recently first aid trained (within two years)	



ONCE WE ARE OPEN:

Please tick below if you would be happy to help with any of the following tasks:

	Regular	Occasional
Administration of accounts and/or book-keeping		
Stock control and ordering		
Cash & Carry visits		
Local supplier visits		
Stock dating, pricing, rotation and display		
Grocery deliveries – receipt and storage		
Management of newspaper orders/bills/payments and vouchers		
Taking and preparation of grocery orders (eg: for village visitors)		
Working in a team on the shop rota		
Opening/closing the shop		
Customer welcome and advice		
Serving customers		
Use of EPOS NOW till system		
Daily newspaper orders		
Parcel receipt and storage		
Indoor cleaning – shop area		
Indoor cleaning – toilet area		
Outdoor cleaning		
Window cleaning		
Coffee machine daily jobs (cleaning/supplies/orders)		
Premises minor repairs and maintenance		
Maintenance of community noticeboard		
Liaison with local communities (eg: Alnmouth, Boulmer, etc)		
Collect customer and volunteer feedback		
Organisation of volunteer events		
Organisation of shop themed events for customers		
Sale of tickets for community events		
Publicity and promotional material		



How much time would you be able to offer the community shop? Please tick:

	Offer of time			Location	
	Weekly	Monthly	Occasional	In-person	Home-based
1 session: 2-3 hours					
2 sessions: 2-3 hours					
more than 2 sessions					

Is there anything else that we haven't thought of that you could offer?

Your details:

Please note that by completing this form, you are consenting for LCSL to hold the information provided for the purposes of communicating with you during the period of volunteering with us.

Name:

Contact details:

home: mobile:

Email:

Thank you for offering to be a volunteer for our community shop.

We will be in contact with you again soon after the closing of the Share Offer. If you have any questions before then, please either contact: Nicki by email: admin@lesburyshop.co.uk or Morag by telephone: 07775 413402.