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| **JOB DESCRIPTION** |
| **JOB TITLE** | Next Step Shop Manager - Redcar |
| **RESPONSIBLE TO** | Operations Manager |
| **BASED AT** | 10 Queen Street, Redcar |
| **OVERALL PURPOSE OF ROLE** |
| To manage and ensure the smooth running of the Next Step Shop Project. |
| **RESPONSIBILITIES** |
| 1. Ensure adequate stock for the Next Step Shop, shelves are stocked and stock rotated
2. Ensure the shop meets health and hygiene standards
3. Keep the shop clean and tidy, regular cleaning processes
4. Liaise with local businesses to source food donations
5. Manage multi bank stock with Grangetown Next Step Shop Manager
6. Keep an up-to-date record of members and their attendance on company database
7. Record and evidence referrals, signposting, evaluation and case studies on the company database.
8. Ensure membership fees are paid and logged
9. Manage donations and assist with funding and fundraising.
10. Support members of the shop and work with Citizens Advice worker
11. Support and manage volunteers to cover the shop
12. Work with Grangetown Next Step Shop Manager to cover holidays/absence.
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| **Requirements** |
| 1. Maintain confidentiality at all times.
2. Be familiar with and adhere to the charity’s policies and procedures, and ensure that high standards of quality and good practice are maintained, developed and monitored.
3. Comply with Health and Safety and Food Hygiene standards, keeping appropriate records.
4. Undertake training as appropriate and attend regular supervision sessions with the Manager of Next Step Shop
5. Have a flexible approach.
6. Undertake any other duties of a similar level and responsibility as may be required from time to time.
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