

Volunteering Opportunity at The Bike Workshop (Trowbridge)

Title: The Bike Workshop Front of House Sales Assistant

Reporting To: The Bike Workshop Manager

The Bike Workshop (Trowbridge) is a social enterprise. The Bike Workshop is our second bike workshop following the success of Bath Bike Workshop. It is part of several social enterprises which Julian House has developed to support our service users into meaningful occupation.

The Workshop can be a very busy place - Donated used bikes are rebuilt and repaired in the Workshop, we undertake servicing and repairs on customers bikes, and sell new/used bicycles and accessories in our Bike Shop and eBay shop.

The main purpose of your role will be to be our Front of House Sales Assistant – the first person that our customers come to when they come in the door – Ideally we are looking for someone with a people friendly manner who is self-sufficient and able to work as part of a team. You will operate the till, handle cash, keep records, answer the phone, take bookings and help run the eBay account – and make bike sales. A high level of knowledge about bikes is not necessary – but being happy to learn about bikes - and sell them will help!

Training is given in all areas and we ask that applicants are particularly interested in focusing on a sales role. Volunteers should be prepared to commit to at least 4 half-days per month for a minimum of 4 months. A half-day is normally 09.30am to 1.00pm or 1.00pm to 4.30pm, but we can be flexible around your availability.

Applying for the position: Please contact Sandra Lockwood, Volunteer and Health and Safety Coordinator, Julian House, by telephone: 01225 354657 or Email: sandral@julianhouse.org.uk

Please note that volunteers must be at least 18 years old to work at the Bike Workshop.