



Shop and Plant Sales Role Description

Main responsibilities

- Manage shop and plant sales, review prices regularly
- Manage stock and advise trustees when purchases are required
- Prepare sales and stock information for trustees bimonthly meetings
- Prepare sales and stock report and information for the AGM annually
- Bank sales cash regularly
- Manage petty cash and cash expenses

Detailed duties

- Manage shop open hours with available volunteers – via board, whatsapp, website
- Manage stock used for shop and for site repairs
- Stock take every 2 months and update treasurer
- Update treasurer on cost/sale prices
- Manage petty cash and keep treasurer updated (target £25 cash max)
- Manage shop sales and bank cash regularly
- Calculate sale prices and update price list in shop
- Plan schedule of plant sales (what we should sell by when)
- Keep supplier information updated

Recommended skills

- Likes dealing with people
- Comfortable handling cash
- Flexible
- Attention to detail

Reviewed. CRG. 10.10.25