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| **Role Title** | Clothing store assistant |
| **Purpose of the role** | To support the provision of clothes to patients across the RIE site |
| **Where** | Royal Infirmary of Edinburgh |
| **When** | Monday-Friday, between the hours of 10am-4pm. Ideally a minimum of a couple of hours a week. Weekends can be discussed. |
| **Tasks to be undertaken** | Tasks include;   * Sort clothes between those that are appropriate and those that are not * Package those that are not appropriate up for donation or recycling * Bag clothes as suitable for laundry * Sort those that are appropriate by size and type, and place in correct storage unit * Receive requests for items and deliver to wards   Optional tasks   * Data entry of items used * Drop-off of inappropriate items to charity or for recycling |
| **Tasks not to be undertaken** | Nothing specific has been identified for this role although the volunteer is required to stay within the tasks identified above. |
| **Skills, Attitudes and Experience needed** | * Reliable and committed * Able to follow instructions * Able to use own judgement based on guidance * Able to and happy to work independently (the volunteer may be on their own for periods of time) * Tidy and methodical   Please note training will be given on all aspects of the role |
| **Support /Supervision** | Support will be provided by the Voluntary Service Team and the Physiotherapy Department. |
| **Training** | Manual Handling |
| **Expenses** | Agreed out of pocket expenses which are incurred when carrying out this volunteer role will be reimbursed in line with the NHS Lothian volunteer expenses policy and signed off by the VSM. |
| **How to apply / what happens next** | Application Pack, Informal interview, Training, Health Status checks, Disclosure/PVG |
| **Created, by whom** | Juliet Turk January 2023 |