



Job Description

1. Post

Post:	SALES ASSISTANT- FOOD DIVISION
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2. Position in structure

Responsible to:	Store manager / Supervisor
Responsible for:	Sales / Customer Service / Store Standards

3. Main function of job (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required by the business)

<p>To assist in the smooth day to day running of the Society's Food Store.</p> <p>To provide excellent products and services at all times, meeting and exceeding customers' expectations.</p> <p>To ensure that the highest standards in store procedures are adhered to and to forward any needs to the Store Manager.</p> <p>To ensure that the highest standards in store cleanliness and presentation are maintained at all times during trading and at the finish of the shift.</p> <p>To monitor stock levels and stock losses in an efficient manner</p> <p>To ensure that the "Challenge 25 policy" [age restricted sales] is adhered to at all times.</p> <p>To ensure that Health & Safety Standards are maintained at all times, keeping within the Society's own Policy.</p>
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4. Main duties (brief description)

Duties/Responsibilities
<p>Customer Service</p> <p>Stock Replenishment (Manual Handling)</p> <p>Stock Rotation</p> <p>Price checking</p> <p>Cash register</p> <p>"Challenge 25"</p> <p>Lottery</p> <p>Pay point /pay zone</p> <p>Key Holder / Opening & Locking up (If applicable to individual)</p> <p>Post Office Duties (where applicable)</p> <p>Bakery duties (Where applicable)</p> <p>Store cleaning to Society procedures</p>