

ARDROSS

FARM SHOP

...for food lovers!

Title: Shop Assistant

Position Description: A shop assistants position involves maintaining a high standard of service, handling of deliveries, stock rotation and presentation of stock in store. You are required to work as part of the team in delivering a first class service to our customers.

Key accountabilities:

- Delivery of first class customer service
- Maintenance of hygiene standards
- Handling of stock rotation and deliveries.
- Maintenance of farm shop.

Primary objectives:

Delivery of first class customer service

- To ensure knowledge of all products sold in the shop is up to date.
- To give cooking instructions and advise people on what they buy.
- To smile and portray a positive attitude at all times ensuring customers are given your full attention with the aim of 'making their day'
- To ensure one person is in the shop at all times.
- To be clean, tidy and presentable at all times.

Maintain hygiene standards

- To disinfect and clean all fridges on a weekly basis.
- To ensure the temperatures of fridges and freezers are recorded on a daily basis.
- Keep surfaces and floors clean and tidy at all times.

Handling of stock rotation and deliveries

- To accept and process deliveries to company standards.
- To unpack deliveries and put stock away.
- To maintain stock rotation.
- To ensure the shop is fully stocked at all times and stock is presentable.
- To ensure the vegetable table is fully stocked at all times.

Maintenance of farm shop

- To ensure the outside the shop is well presented and litter free.
- To ensure inside of the shop is clean and dust free. This includes the floor, products, shelves, windows and ceiling.
- To complete most, if not all jobs on a weekly basis.
- To ensure the store rooms and staff areas are clean and tidy at all times.