

## Part time Retail Assistant

Reporting to: Retail Manager  
Reports: None  
Hours: 6 hours per week

### Role

To support the Manager in the smooth running of the shop at all times.

### Main responsibilities

To open and check floats at the start of the start of the trading day, to operate the tills and to cash up the takings and close the systems down at the end of the trading day, whilst complying with established security procedures.

To maintain the housekeeping standards and stock levels within the shop in accordance with visual merchandising guidelines.

Maintain stock room standards.

Ensure all damaged stock is dealt with promptly and safely, whilst maintaining stock records

To ensure visiting groups are dealt with in accordance with their time slots with courtesy and efficiency.

To liaise in advance with Operations, teachers and any other customers who may require pre-packed party bags or goody bags.

To receive stock in to the warehouse & shop whilst maintaining Health and Safety requirements.

To deal with any queries and problems which may arise during the working day in a concise and considered manner.

To ensure regular communication with the management team.

### Supporting duties

To work safely and be knowledgeable of all Health & Safety aspects of the shop.

To be flexible with working hours to support business needs.

To carry out Cyclic Counting/Stock Take duties as and when required and ensure that stock records are maintained accurately.

To always work within the Techniquet Values and Behaviours Framework and embrace our values of Excellent, Inspirational, Inclusive, Collaborative, Empowering and Innovative.

To perform other duties which may not be limited to those listed above but which are consistent with the role.

## **Personal Specification**

### Experience and knowledge

Working with the general public

Delivering quality customer service

Cash handling

Familiarity of fast paced retail establishments

Visual merchandising & housekeeping

### Personal Attributes

Numerical and verbal communication skills

Ability to take direction

Team player

Positive and self-motivated

A flexible approach to working hours

Welsh speaker is desirable