



## Bridges Shop Monmouth

### Casual shop assistant Job description

**Job Purpose:** We are looking for a casual shop assistant to work in our busy Bridges Community shop in Monmouth. The post holder is expected to help promote local awareness of Bridges and provide customer service excellence whilst maintaining high standards throughout the shop at all times.

**Hours:** Casual contract - The shop manager will contact you from time to time to offer you work in the shop as required. Flexible working hours as befits the nature of the operation. You may be required to cover in times of staff absence and holidays.

**Salary:** £7.83 per hour.

**Annual leave entitlement:** Full time equivalent - 22 days, plus bank and public holidays. However you will accrue holiday entitlement based on the amount of hours that you work at Bridges

**Reporting to:** Shop Manager

#### **Main Duties :**

##### **1. Stock donations and processing**

- 1.1 To encourage sufficient stock donations through pro-active and positive relationships with the local community and businesses.
- 1.2 Maintain high stock standards and process the targeted amount of good quality donated stock.
- 1.3 To maintain excellent display and merchandising standards at all times.
- 1.4 To follow the competitive pricing in store, within the guidelines provided.
- 1.5 To limit the amount of shop wastage wherever possible, ensuring unused or recycled products are disposed of through the officially designated channels.

## **2. Security and Health & Safety**

2.1 To adhere to the Procedure Manual at all times, ensuring that the till reconciliation and banking is completed each day, reporting any issues to Line Management.

2.2 To undertake daily health and safety checks as directed and to be aware of first aid procedures.

2.3 To be responsible for key holding and banking.

## **3. Additional items**

3.3 Travel to other shops for work and Bridges facilities if required.

3.4 To fulfil mutually agreed additional duties when necessary.

### **Skills Required:**

- Friendly and courteous manner
- Ability to be a team player but also able to use their own initiative and work alone.
- Self motivator
- Excellent customer service and communication skills
- Ability to remain calm under pressure
- Quick thinking
- Basic math skills
- Reliability, honesty and integrity
- Verbal communication skills

### **Application Process:**

Please contact [beth.baker@bridgescentre.org.uk](mailto:beth.baker@bridgescentre.org.uk) for an application form and if you wish to apply, return your completed application to her.

You can either return the application form via email to [beth.baker@bridgescentre.org.uk](mailto:beth.baker@bridgescentre.org.uk) or post to Beth Baker, Bridges Centre, Monmouth, NP25 5AS

Nb. It is not in our policy to provide feedback to candidates who have not been shortlisted for interview.