**Blythswood Ireland Limited.**

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|  **JOB DESCRIPTION** |

**Job Title**: **Shop Assistant**

**Main Purpose of Job**: To sort and display goods and serve in a manner that will give customers an excellent retail experience and a desire to know more about Blythswood and its purposes.

**Relationships:**

* 1. Responsible to: Shop Manager.
	2. Responsible for: Work colleagues.
	3. Liaison with: Drivers, Warehouseman, Shop Managers, Office staff, Management.

**Main Tasks of Job:**

* + 1. Work within the shop and sorting area at all times demonstrating excellent customer service.
		2. Accurate completion of paperwork associated with the role.
		3. Ensure that work area is free from hazards and kept in a clean and tidy manner.
		4. Ensure that the Christian ethos of the Company is not compromised in daily work activity.
		5. Ensure that all work activity is carried out in a safe and timely manner.
		6. Actively promote and administer Gift Aid Scheme.
		7. Deputise for the Shop Manager as and when required, you may also be required to cover in other Blythswood Shops for a short period to cover absences.
		8. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job Description approved by:

 Shop Assistant Date:

 Shop Manager Date: