

# Job Description: Assistant Store Manager



Function:	Food Services & Development, Stadia
Position:	Assistant Stores Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Shaun Bailey
Additional reporting line to:	
Position location:	Fulham Pier

## 1. Purpose of the Job

As Assistant Store Manager, you'll support the Store Manager in all aspects of day-to-day operations, ensuring smooth running of the store, motivating the team, maintaining high retail standards, and delivering an exceptional customer experience. You'll lead by example on the shop floor, be hands-on with stock, visuals, and service, and act as a dependable point of contact in the Store Manager's absence.

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY16:	€tbc	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	Gemma Arnfield
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics									

## 3. Organisation chart

#### 4. Context and main issues

- Ensuring timely and accurate receipt and dispatch of goods.
- Managing stock levels, ensuring stock rotation, and documenting shortages.
- Complying with health and safety regulations, including manual handling and PPE requirements.

#### 5. Main assignments

- Support the Store Manager with operational delivery and commercial performance
- Motivate and lead the team to consistently meet sales and service targets
- Uphold visual merchandising and stock presentation to company standards
- Deliver excellent customer service and resolve issues effectively and professionally
- Assist with staff rota planning, HR tasks, and shift leadership
- Monitor stock levels, carry out regular stocktakes, and reduce loss/shrinkage
- Ensure compliance with all health & safety, security, and store policies
- Contribute to training and onboarding of new team members

#### 6. Accountabilities

- Effective and collaborative communication with internal and external stakeholders.
- Management of incoming and outgoing goods, ensuring timely and accurate handling.
- Compliance with health and safety regulations, including manual handling and the use of PPE.
- Stock rotation and management of goods to ensure quality and minimise wastage.
- Liaise with suppliers and internal teams to ensure smooth stock movements and minimise shortages.

#### 7. Person Specification

- Previous experience in goods receiving, inventory, or warehouse management.
- Strong organisational skills and attention to detail.
- Good communication skills, able to work with a variety of stakeholders.
- IT literate with experience in using inventory management systems.
- Ability to work under pressure and manage time effectively.
- Must be physically fit to handle manual tasks, including moving goods.
- Knowledge of health and safety standards, including manual handling and PPE.

#### 8. Competencies

■ Growth, Client & Customer  
Satisfaction / Quality of Services

■ Leadership & People Management

	provided	
	■ Rigorous management of results	■ Innovation and Change
	■ Brand Notoriety	■ Business Consulting
	■ Commercial Awareness	■ HR Service Delivery
	■ Employee Engagement	
	■ Learning & Development	

9. Management Approval

Version	V1	Date	
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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