

Job Description:   
Simply Fresh

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| Function: | | | | Universities | | | | | | | | |
| Job: | | | | General Assistant | | | | | | | | |
| Position: | | | | Simply Fresh retail outlet | | | | | | | | |
| Job holder: | | | | TBC | | | | | | | | |
| Date (in job since): | | | | TBC | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Group Retail Manager | | | | | | | | |
| Additional reporting line to: | | | | Retail supervisor | | | | | | | | |
| Position location: | | | | Coventry University | | | | | | | | |
| General Assistant | | | | | | | | | | | |
| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Serving customers, stock replenishing in the outlet | | | | | | | | | | | | |
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| 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 FY16.17: |  | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Retail & Catering Manager  Add org chart  Group Retail Manager  Supervisor  Retail Assistants |

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| 4. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To deliver the highest levels of customer service in line with Brand standards * To maintain standards of Health, Safety and Cleanliness * Maintain stock levels/availability by replenishing display/fridges with company guidelines * To operate the till in line with compliant till operation and cash handling procedures * To sell and demonstrate product knowledge by advising the customer/answering quires and suggesting products. Act on initiative to optimize sales to the customer * Friendly Manner * Presentable * Communicate confidently with customers * Flexible/committed – Delivery of shifts |

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| 5. Person Specification |
| * Ability to work with in team, and on own initiative * Flexible approach to the role * Previous retail experience would be desirable but full training will be provided |

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| 6. Package Description |
| * Uniform and meals on duty provided * Training provided * Hours are from Monday to Friday between 20 up to 40 Hours per week |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | V1 | Date | 20/08/2019 | | Document Owner | Nicola Barrett | | | |