

## Job Description

**Job title:** Store Assistant

**Reporting to:** Store Manager/Management Team

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## Purpose of the position

To serve the customer and support your respective Manager, by ensuring that the Department is store ready. Deliver a standard of work which ensures maximum customer satisfaction

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## Key responsibilities & duties

Duties of the role	Competencies sought
<b>Customer Service, Stock Control Communication, Teamwork</b>	<i>Greet and acknowledge the customer Treat fellow employees with respect and courtesy. Obey all of the supermarket's rules and regulations relating to safety, security, fire precautions and personal appearance. Be aware of the supermarket's policies and procedures as discussed in the induction. Replenish stock to eliminate out of stocks and maximise sales. Be conscious of theft and shoplifting by ensuring that you are alert and aware of the possibility of shoplifting. Maintain the selling area in a clean and tidy manner. Administer weekly price amendments and advertised prices on stock and fixtures as required Assist when required in receipt of merchandise. Attend team meetings when required. Be proactive in participation in staff training. Participate in staff evaluations. Ensure that all of your personal information relative to income tax is supplied to your Manager. Perform other duties as requested by any Supervisor, Assistant Manager and Manager. Assist customers to find products in the store Ensure customer service areas are kept clean and tidy at all times. Control public address announcements from the customer service area</i>
<b>Workplace Health &amp; Safety</b>	<i>The ability to comply with Food Safety and Handling and Occupational Health &amp; Safety legislation, policy and procedure in achieving a safe working culture and environment Through your actions and awareness actively minimise the impact of all operations on the environment and follow relevant policies and procedures Ensure adherence to Safe Work Methods</i>

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## Academic or trade qualifications

Cert III in Retail or other relevant qualification (desirable)  
Fire online training

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## Work experience and skills

Literacy and numeracy  
Basic computer skills

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## General

Happy, positive motivated outlook  
Personal presentation high standard  
Good manners  
Enforce all regulations and policies relating to safety, security and fire precautions applicable within the store  
At times perform other duties as requested by the management team