



JOB DESCRIPTION

JOB TITLE: **Shop Supervisor**

Sector/Section: Facilities Management

Grade: Scale 4

Directly responsible to: Head of Foundation Learning

PURPOSE OF JOB:

The post holder will be responsible for the day to day running and operation of the College shop, including being responsible for all areas of selling items, stock control together with maintaining financial records and cash handling from sale of products, services and merchandise commensurate with operating the Shop as a commercial outlet.

MAIN RESPONSIBILITIES AND DUTIES:

- To be responsible for all aspects of stock handling and control.
- Dealing with all sales of products, services and merchandise.
- Reconciling cash receipts on a daily basis.
- Sourcing appropriate products for the shop and placing orders with suppliers and ensure best value for the College.
- To work with and develop relationships with the Curriculum Teams to encourage and facilitate the display and selling of products, services and merchandise.
- Monitoring the stock budget and ensure that purchases are contained within the purchasing budget.
- Ensuring standards of quality, customer service and health and safety are met.

- Responding to customer complaints and comments.
- Organising special promotions and displays.
- In conjunction with the Director of Estates, monitor sales in order to increase the commercial performance of the Shop.
- To be responsible for the security of the Shop.
- The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
- To actively contribute to the College's safeguarding children and safeguarding vulnerable adult agenda.
- Undertake all such other duties as may be required by the Principal.
- In carrying out their duties, the post holder must comply with Health and Safety regulations and policies.
- To ensure the development of equality of opportunity throughout all aspects of service delivery and to comply with equality of opportunity within the team and in interactions with other college areas and external partnerships.

Flexible Working

Whilst this particular position is normally located at Deane Road, the support services within the College are operated on a flexible basis and staff may be required to give support in all areas of the College, as and when required by Management, with due regard being given to their specialism. The postholder may be required to travel to other College sites.

Working Hours

2 Post Ref: 63-19

Post 1 29.6 hours per week

Post 2 7.4 hours per week

Probation

The postholder, if a new employee of the College will be subject to a 9 month probation period, during which the suitability of the postholder for the position will be assessed. The Corporation reserves the right to extend the probation period if circumstances so require it. During the probation period, the employment may be terminated – refer to contract of employment for further details.

Training and Appraisal

The College wished to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The postholder may therefore, at the discretion of the management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in the College's Appraisal Scheme.

JOB DESCRIPTION PREPARED BY: Director of Estates

DATE: May 2011