

**St Michael's Parish Shop, Hall's Lane, Enniskillen.**

# Job Description: Shop Manager.

## **Job Purpose:**

To manage the Parish Shop. This role entails undertaking all appropriate duties and responsibilities to ensure the smooth running of daily shop transactions and high levels of customer service at all times.

The Manager is accountable to: Fr Raymond.

## **Main Duties and Responsibilities:**

- To ensure that a high standard of service to customers is always maintained.
- To maintain a stock control system - to ensure appropriate ordering and restocking in a timely manner.
- To recruit, support, train and manage the volunteers who work in the shop. (The shop is staffed by volunteers).
- To ensure a team rota is available so that the shop is staffed during opening hours.
- To ensure that all statutory responsibilities are met, including Fire and Health & Safety Regulations.
- To maintain appearance of the shop premises for trading hours, ensuring it is always clean and tidy and that goods are merchandised in an attractive and presentable manner.
- To maintain accurate information systems on sales, stocks and finance.
- To ensure accurate financial information is provided to the Parish Finance Officer in a timely manner.
- To hold shop keys, organising the opening and closing the premises for trading hours and responding to emergency call out if necessary.
- To carry out any further duties as reasonably requested.

## **PERSONAL SPECIFICATION**

### **Essential:**

- At least twelve months experience working in a retail environment.
- Previous management experience including cash handling.
- An understanding of the ethos of the Parish Shop.
- Strong merchandising skills.
- Ability to create and maintain a positive and enthusiastic team.
- Excellent communication, organisation and numeracy skills.
- Enthusiastic and self-motivated individual.
- Flexible.

### **Desirable:**

- Previous purchasing and stock control experience.

# Job Advertisement

**Role:** Manager, St Michael's Parish Shop, Hall's Lane, Enniskillen.

**Hours per week:** 20 hours per week 9.30 am to 1.30pm or equivalent afternoon shift. Shift hours will be determined as the needs of the business dictate on a 5 over 6 day roster (Monday to Saturday).

**Rate of pay:** £11 per hour.

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- Flexible.

**Desirable:**

- Previous purchasing and stock control experience.

*Please forward your C.V. to:*

The Secretary,

St Michael's Parish Office,

28 Church Street,

Enniskillen.

BT74 7EJ

**Full job description is available on: [www.st-michaels.net](http://www.st-michaels.net)**

**C.V. to be received by the 17th December 2018 at 12 Noon.**