

JOB DESCRIPTION

JOB TITLE

Shopkeeper
Weekends and bank holidays

EMPLOYER

Acorn Venture Association

LOCATION OF WORKPLACE

Acorn Farm
Deport Road
Kirkby
L33 3AR

EMPLOYEE ACCOUNTABLE TO

Weekend Manager

MAIN AREAS OF RESPONSIBILITY - Responsible for the smooth running of the shop at Acorn Farm at weekends and bank holidays [except for the Christmas shutdown]

DUTIES

1. Serving customers in the Farm Shop in a polite and courteous manner.
2. Offering customers plans of the farm site
3. Offering customers bags of animal feed
4. Ensuring shop displays are fully stocked with confectionery, drinks, souvenirs and animal feed under using a stock rotation system.
5. Restocking ice cream freezer as required using a stock rotation system
6. Cashing up till at the end of the day.
7. When the admissions kiosk is closed selling admission, animal petting area and horse ride tickets. Ensuring that customers are offered the option to buy tickets for these activities
8. Keeping the shop and counter clean and tidy.
9. Ensuring under counter display is tidy.
10. Ensuring shop and meat freezers are secured in your absence.

11. Ensuring that only authorised people are allowed behind the counter.
12. During quiet times serving customers in plant sales.
13. Bagging up animal feed as required
14. Distribution of booking forms for activity days, birthday parties and animal sponsorships
15. Selling Halloween/Grotto/Raffle tickets
16. Notifying line manager of any stock which is in short supply
17. Keeping appropriate records.
18. Maintaining appropriate Health & Safety standards.
19. Safeguarding the property of the Association as entrusted to your care.

In addition to the duties and responsibilities listed the post holder is required to perform any other reasonable duties which may be requested from time to time.

Salary: £12.85 per hour

Days of Work: Saturdays, Sundays and bank holidays [except for the Christmas shutdown period]

Hours: **March - September**

Sat 9:45am – 4.30pm

Sun 9:45am – 4.30pm

Bank holidays 9.45am - 4.30pm

October – February

9:45am to 4:15pm

Holidays: 11.2 days per annum