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| **Job Title:** | **Sales Assistant** |
| **Reporting to:** | **Shop Manager** |
| **Number of Sub-ordinates:** | **0** |
| **Main Purpose of Job:** | To be aware at all times of the fact that the **Customer** **is the** **Most Important** person in the shop and must be treated accordingly without exception. Customer First. |
| **Principle Duties and Responsibilities*** To ensure that the ‘Living Our Customer’ customer care skills are understood and practised at all times.
* To perform all tasks necessary to ensure the high standards of product Presentation, Quality and handling are maintained.
* To understand and be able to relate all aspects of product description andKnowledge to customers.
* To be prepared to accept and act on instructions from your manager with regard to skills and procedures.
* To present a clean, healthy personal appearance to the customer by wearing the correct uniform and adhering

to the dress code at all times in accordance with the standards laid down by David Jenkins Limited.* To ensure that your shop presents a sparkling image of cleanliness andtidiness at all times.
* To work as a team member by cooperating with your colleagues at all times.
* To maintain company confidentiality.
* To carry out all reasonable tasks as requested by your manager.
* To perform your duties at other locations when required.

**Health & Safety*** To comply with all Health & Safety policies, rules and guidelines.
* To follow the safe operating procedures / safe working practices that is identified by the company.
* To work in a safe manner at all times taking account of own safety and safety of others around you.
* To correctly wear any personal protective equipment as required by policies and / or procedures ensuring that the PPE is well maintained and fit for purpose at all times.
* To contribute to the health, safety and wellbeing of colleagues and visitors alike by identifying and reporting hazards to the management team.

**Food Safety & Hygiene*** To follow all company and legislative food safety and hygiene policies, rules and procedures.
* To wear appropriate personal protective clothing at all times ensuring that it is clean and fit for purpose.
* To ensure the production of safe food at all times.
* To keep all working areas well organised, tidy and hygienically clean at all times.

**Training*** To undergo any training necessary to ensure that your work complies with the standards expected by the company and to further enhance your work skills and experience.

**Terms and Conditions of Service**  These are outlined in the Staff Handbook Should you have any queries please discuss these with your manager. |
| **Job Holder Name (please print):** |
| **Signed:** | **Date:** |