

JOB DESCRIPTION – LISMORE COMMUNITY SHOP and POST OFFICE

Job Title - Post Office counter and store assistant

Location - Island of Lismore

Terms - Flexible part-time hours to ensure efficient and effective coverage of opening hours

Salary - £10.90 per hour (Scottish living wage)

Requirements - Candidates should live on Lismore and be prepared to work flexibly, this may include weekends.

About us - Lismore Community stores and Post Office is a Lismore Community Trust (LCT) community enterprise overseen by a management board of shareholders.

About the role - Reporting to the store/manager and PO sub-postmaster to support the effective operation of the stores and post office as a community enterprise through flexible working between the store and Post Office.

Duties include

1. Presenting the “face” of a respected, well run, efficient community enterprise.
2. To serve customers requiring goods and services from the shop/stores and Post Office.
3. To operate the EPOS system accurately and effectively.
4. To ensure in-coming stock is accounted for and entered through the information management system. (this may involve moving and lifting).
5. To ensure stock is rotated and available in the stores.
6. Keeping the premises including floors and fridges clean and tidy
7. To ensure stock is well presented, replenished as needed and correctly priced in and on the serving areas.
8. To be familiar with the range of Post Office services and be able to deliver those commonly requested (accessing suitable support when in doubt)
9. To provide a suitable tally of transactions through both the shop and post office on a daily basis.
10. Comply with health, safety practices and wellbeing of our customers and others
11. Liaising effectively with other staff to ensure continuity of service
12. Occasional delivery and collection of goods
13. Any other duties reasonably requested by the manager.

Candidate requirements

- a. Good organisation skills and time management
- b. Excellent customer service skills and delivery.
- c. A happy and welcoming disposition.
- d. Able to apply agreed systems and practice consistently
- e. Good information technology skills and ability to learn new systems
- f. Full driving licence
- g. Knowledge/experience of retail trade
- h. Community minded approach understanding the principles of a community ownership
- i. Flexible approach to the needs of the community, management board and customers.
- j. Experience of handling cash accurately
- k. To be fit and proper to take on licencing responsibilities for alcohol sales and PO duties

Contact us to discuss further and apply

Email lismorect@gmail.com