

JOB DESCRIPTION

Job Title: Shop Supervisor

Post Duration: 12 months – may become permanent

Responsible To: Shop Manager

Location: CRS/ Re:loved Local

Reporting To: Shop Manager

Rates: £16,016 pa

Hours: 28hrs per week

(will include Saturday & Sunday)

Responsible For: All volunteers within the shop.

Job Purpose: To ensure the shop provides a high standard of service to customers and staff whilst ensuring the company meets with regulations and legislation prescribed to it. To deliver and develop the company's business plan and vision.

Job Activities

1. To efficiently and effectively supervise the shop floor layout, to maximise potential sales in reusable products.
2. To recruit and support volunteers and trainees and establish their role within the shop.
3. To undertake regular supervision and annual appraisals of all contracted volunteers to identify with their personal development and training needs to enable them to participate in the service delivery to the community.
4. To access and/or deliver suitable training to volunteers and trainees to ensure that standards of service are maintained.
5. To implement the company business plan in accordance with the company development strategy as directed by the board of directors.
6. To assist the Board to design and implement company policies and procedures and ensure operational adherence.
7. To assist with the preparation of informative written and statistical evaluative reports for the Board of Directors at their meetings pertaining to the effectiveness of the shop.

8. To facilitate an annual evaluation of the shop and assist to report the findings to the Board of Directors.
9. Daily cash handling, banking and budget monitoring.
10. To work with the manager to prepare the Annual Report.
11. To maintain confidentiality within the work place

The nature and size of the Furniture Project means that all workers must recognise the need for a flexible response to the work. Priority should be given to the work outlined in the above job description. An active commitment to the social business aspect and the importance of staff meetings and training are three points that should help ensure that the job description is workable.

To work in accordance with the terms and conditions of employment, as noted in the company terms and condition booklet and the various company policies applicable at any given time.

Terms and conditions are updated from time to time and in this event, employees will be provided with a revised copy whereby the usual procedures for consultation will be followed prior to implementation.