



AMPLEFORTH COLLEGE  
School Shop Assistant  
Job Description

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**Job Description**

Ensure a Great Shopping experience by engaging with Students/ Parents and Colleagues. Replenishing stock and keeping the Shop clean and tidy, ensuring that all legal requirements are adhered to.

**Key Responsibilities**

- **Customer Service:** Actively greeting customers, providing friendly service, and helping them with inquiries.
- **Sales Operations:** Efficiently operating the till to ensure a smooth, personalized experience.
- **Stock Management:**  
Replenishing products within the Shop including all the Vending machines ensuring that all products are rotated and code checked whilst completing the replenishment cycle.
- **Shop Maintenance:** Keeping the shop front and back areas clean, tidy, and safe.
- **Compliance:** Following company policies, food safety routines, and health and safety guidelines.

**Specific Objectives for the appraisal period**

[To be set]

**Resources directly managed**

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**Line Manager**

Terry Colley

**Countersigning officer for the annual appraisal**

Micheal Stephenson