

Job Description

Job Title	Shop Assistant Manager
Reports to	Area Manager
Location	As specified on the individual's Statement of Main Terms of Employment
Purpose	The Assistant Manager reports to the ShopManager, and assists with the retailing activities of DEBRA Ltd within a particular shop

Principle Objectives

To assist the Shop Manager in the following:

- i. Contribute to the operational management and promotion of the shop, including assisting with administration
- ii. Ensuring the shop complies with all Health and Safety legislation, Trading Standards, and all other legal or statutory requirements
- iii. Support the Manager in co-ordinating the activities of the volunteers in accordance with the Shop Manager's instructions
- iv. To achieve sales targets as specified by the Area Manager

Responsibilities

Operational Management

- Assist with carrying out special promotions in the shop either when requested by the Area Manager, or when local events make promotion appropriate.
- Maintain a high standard of display, both in the window and inside the shop.
- Encourage the public to donate saleable goods and ensure that adequate stock is available at all times.
- Sort incoming stock, using the departmental signs and constantly review departmental emphasis to achieve the best results from present stock levels, seasonal, special promotions and general customer demand.
- Keep the sales area well stocked, ticketed and priced, with merchandise in good saleable condition.
- Rotate all stock so that no garment remains at full price or on the rails for longer than the specified stock rotation period.
- Organise the shop so that it is clean and tidy at all times
- Size cube all clothing, where appropriate.
- In consultation with the Shop Manager and Area Manager, arrange shop fittings to make best use of space available.
- Keep stockroom clean and tidy and in good order and to seasonalise stock and store as necessary.
- Secure all DEBRA Ltd collecting boxes.
- Ensure that all sales are properly recorded.
- Ensure that all money is kept secure and keep all valuable donations in a safe place.
- Bank daily, or make use of the night safe facilities where appropriate.
- Assist with completing administrative paper work correctly and promptly and keep all records on the shops premises.
- In the absence of the Shop Manager, e.g. during annual leave and sickness, to take responsibility for maintaining retail operations.

Legal Compliance

- Assist the Shop Manager in ensuring full compliance with all Health and Safety legislation, Trading Standards, and all other legal or statutory requirements

Activities of Volunteers

- Assist in training volunteers when necessary to ensure the efficient running of shop and ensure all volunteers are carrying out a useful job.
- Contribute to a positive working environment
- Ensure all volunteers use shop till in a proper and efficient manner.

Achievement of Sales Targets

- Achieve maximum sales at all times and ensure that a high standard of service to customers is maintained at all times.
- Price stock at a constant level, which will encourage maximum

Please Note:

As the tasks and responsibilities of this post can be varied and at times unpredictable, the post holder is expected to be flexible when tasks and responsibilities not covered by this document have to be undertaken.

DEBRA Ltd reserves the right to vary these duties from time to time in line with the changing operational needs of DEBRA Ltd.