



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT:	Half Tree Hollow Supermarket
POST:	Grocery Sales Assistant
RESPONSIBLE TO:	Grocery Manager (Country Outlets)
JOB PURPOSE:	To provide a high standard of customer service and to assist with the day-to-day running of the shop.

JOB OUTLINE:

General:

- To ensure that food/hygiene practices are of a high standard and adhered to at all times.
- To ensure that hands/hair are covered in the deli and food to go areas.
- To display bread and other Bakery products.
- To pre-pack fruit and vegetables.
- To collect and unload stores from local outlets when required.
- To price stores and stack shelves when necessary.
- To assist at any other service points when necessary.
- To assist with stock checks when required.

Hot & Cold Counter:

- To prepare cold meats and cheese.
- To undertake duties within the food to go section on a weekly basis, preparing and cooking of approved menu.
- To bake bread and/or pastry as necessary.
- To ensure that the Hot & Cold area and equipment is properly cleaned at closing time, and that all machinery has been switched off.

Cashier:

- To serve customers effectively and efficiently using the EPOS.
- Cash handling & security, as per the Cash Control Policy.

Chillers & Freezers:

- To pre-pack frozen goods.
- To compile Butchery orders.
- To stock chillers and freezers, and to ensure that they are kept tidy at all times.
- To check correct orders for Public Health on a weekly basis.
- To answer any customer queries.
- To monitor temperatures and report fault
- Any other related duties as necessary or required by Management.