



## SOLOMON & COMPANY (ST HELENA) PLC

### JOB DESCRIPTION

<b>DEPARTMENT:</b>	The Star
<b>POST:</b>	Grocery Sales Assistant
<b>RESPONSIBLE TO:</b>	Grocery Manager (Star & Butchery)
<b>JOB PURPOSE:</b>	To provide a high standard of customer service and to assist with the day-to-day running of a sustainable business unit.

### JOB OUTLINE:

#### Main Duties

##### General:

- To ensure high levels of customer service at all times.
- To ensure that food/hygiene practices and health & safety are of a high standard and adhered to at all times.
- To maintain fully stocked shelves ensuring stock is rotated correctly.
- To assist with stock checks when required.

##### Hot & Cold Counter:

- To prepare cold meats and cheese and display appropriately.
- To ensure that the Hot & Cold areas and equipment is properly cleaned at closing time, and that all machinery has been switched off.
- To assist with the preparations and sales of meals and products at the Food To Go area.

##### Cashier:

- To serve customers effectively and efficiently using the EPoS, including payments by local debit cards
- To ensure correct cash handling & security procedures are followed as per the Company's Cash Control Policy.
- Policy.

##### Chillers & Freezers:

- To pre-pack, code and price frozen goods and display in shop freezers.
- To stock chillers and freezers, and to ensure that they are kept clean and tidy at all times.
- To assist with the monitoring of temperatures and report faults when required.
- Any other related duties as necessary or required by Management.