

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Seasonal Chandlery Shop Assistant
<b>REPORTING TO:</b>	Harbour Master
<b>LOCATION:</b>	Buckler's Hard Yacht Harbour
<b>HOURS OF WORK:</b>	The hours will be variable hour and will include weekend working (Season ends 30.09.19)

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### **Objectives:**

- Presenting and operating the Chandlery Shop in a professional manner.
- To advise and assist customers in a friendly and welcoming manner.
- Operating the tills

### **Main Duties:**

- Working to a professional standard, being friendly and helpful to all our customers
- Being responsible for cash handling, operating tills and PDQ machines
- Daily cleaning and tidying of shop area
- Checking and pricing stock
- Checking stock levels and re-ordering
- Merchandising
- The opening and closing of shop on occasions
- Balancing the day takings
- Undertake any other reasonable tasks as requested by the Chandlery Supervisor or Harbour Master