

JOB TITLE: SHIFT SUPERVISOR

JOB HOURS: 10 HOURS PER WEEK

Monday 9.30am – midday

Tuesday 9.30am – midday

Wednesday 9.30am – midday

Thursday 9.30am – midday

This will be for a fixed term contract with an initial period of one year.

HOURLY RATE: £10 per hour

JOB PURPOSE:

To support the daily shift teams with food preparation and also to provide support to the Shop Manager as required.

JOB DESCRIPTION:

Assist in the preparation of food to meet customer orders at peak times and obtain the required food hygiene certificates via an approved on-line supplier.

Ensure all cakes are correctly labelled with descriptions and relevant allergen information.

Identify out-of-date stock or short-dated stock and take appropriate action.

To ensure stocks of materials used in house, i.e. paper towels, paper napkins etc are checked and maintained.

Ensure the stockroom is kept clean and organised, identifying any stock shortages and passing details to the Shop Manager.

Ensure shop shelving is maintained in a clean and tidy condition.

Develop clear and up-to-date pricing on shelves for goods.

If necessary, take home and wash tea towels etc.

To assist the Shop Manager with other tasks as required.

SKILLS REQUIRED:

The successful applicant will:

- Have good written and spoken English and numeric ability
- Be well organised
- Be a team player with the ability to encourage, support and motivate others
- Have good communication skills
- Be reliable and honest
- Be flexible

Closing date for applications: 16th October 2022

Contacts for any questions or applications:

Shop: info@wilstonecommunityshop.org.uk

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