

Job Description Retail – Kickstart Scheme

Line Manager:	Commercial Manager
Contacts:	College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies
Job Purpose:	To work as part of a large team of staff supported by two deputies; ensuring a high-quality service is provided to students and staff at College.
Hours:	25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£8.91 per hour
Annual Leave:	The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)
Pension:	NEST pension scheme
Staff Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

Duties and Responsibilities:

- The role will involve providing excellent customer service for students and staff.
- You will serve beverages and pre-packed food, and serving from the hotplate following strict hygiene requirements.
- You will be trained as a Barista for Starbucks.
- After training on the till system you will be taking payment for items including cash transactions and cashless payments.
- You will maintain stock levels and ensure stock rotation whilst displaying goods for sale in an attractive manner, you will also help with the stocktakes.
- You will perform cleaning tasks in accordance with the duty rosters and cleaning standards, maintaining stringent health and safety standards.
- You will be required to undertake a Food Hygiene Certificate and other training courses including manual handling.

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people