



BATA

JOB SPECIFICATION

Position: Country Store Supervisor - Easingwold

Role Summary

Responsible for the day to day Management of the site and your team. Ensuring the site maintains the highest standards, appearance and customer service at all times.

Responsible to Store Manager or in absence the Retail Operations Manager, the basis of the job role is outlined below.

Job Responsibilities

- Maximising store sales performance through leading, coaching, motivating and supporting the store team. Planning staff rotas to ensure effective cover.
- Ensure all promotional material is relevant and tidy.
- Customer Care – provision of product information, advice and general support. Ensure team is delivering the best possible customer service.
- Administration – daily cash control, cash reconciliation and store security.
- Stock Control – stock rotation, stock takes, stock reconciliation, stock write down reporting.
- Responsible for completion of all required administrative/procedural duties.
- Daily 'end of day' cash reconciliation.
- Maintain a high standard of product presentation and merchandising.
- Ensure high standards of housekeeping are maintained throughout the store, warehouse and yard. All product shelved or stacked, with daily recovery and replenishment in place and products correctly priced.
- Weekly ordering of stock and controlling levels to support sales.
- Ensure stock is rotated to avoid products being unsalable due to expiry dates.
- Adherence to safe working practices and Health and Safety instructions.

In addition to the above, the post holder will be expected to carry out any reasonable task which falls within the scope and purpose of the post.