



JOB SPECIFICATION

Position: Carlton Country Store Supervisor

JOB ROLE PROFILE

Business title:	BATA Ltd
Job Title:	Country Store Supervisor
Reports to:	Retail Operations Manager
Work Location:	Carlton (Goole) Country Store
Hours of work:	40 hours per week, 5 days over 7
Nightwork:	No
Job type:	Permanent
Driving License Required :	Full

Job Purpose

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

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, or which the Company deems is within their capabilities.

If you think you have the skills and experience we are looking for, we would love to hear from you!

Due to the high number of applications if you have not heard from us within 14 days from submitting your application, please assume you have not been successful on this occasion.