**Vacancy: Customer Service Assistant (Part Time)**

We have a vacancy in our small, friendly team. If you’re passionate about food and drink, and prepared to work hard to give our customers a great shopping experience, then we want to hear from you.

If you read the information below and decide it could be for you, then fill in the application form and drop it into the shop, post it to Independent Food & Drink, 34 Main Street, Seahouses, Northumberland, NE58 7RQ, or e-mail it to info@indiefood.co.uk.

If you have any questions about this vacancy, feel free to contact us.

**Job Description**

**Customer Service Assistant**

* Serve customers in a friendly, efficient and accurate manner by operating tills, packing bags and advising on products
* Deal with any ad hoc requests and orders using the system that’s in place
* Keep all product displays looking well stocked and in good order, some **heavy lifting involved**
* Ensure all signage is accurate and appropriately displayed
* Keep all front-of-house areas clean and tidy
* Present a professional and friendly image of the business at all times
* Full training in the above will be given.

**Person Specification**

|  |  |
| --- | --- |
| **Essential**Over 18Physically able to carry loads of up to 25kgNumerate and literatePolite, friendly and enthusiasticPunctual, reliable and hard-workingAble to take in and retain new information quickly and accuratelyAvailable for work on Saturdays | **Desirable** Interest in, and knowledge of, food and drink, cooking and bakingExperience working in a retail or catering environmentComputer literate |

**Terms of Employment**

This is a permanent position for two days a week.  There may be the possibility of more days and some supervisor shifts for the right candidate.

Starting salary: £9.50/hour.

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**Application Form for Customer Service Assistant Vacancy**

**Personal Details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Contact number: |  |
| E-mail address: |  |

**Education and Training** –please give details of any qualifications gained and when they were gained

|  |
| --- |
|  |

**Details of last two employers (most recent first)**

|  |  |
| --- | --- |
| Name and address of company: |  |
| Position Held: |  |
| Dates worked: |  |
| Main duties and responsibilities: |  |

|  |  |
| --- | --- |
| Name and address of company: |  |
| Position Held: |  |
| Dates worked: |  |
| Main duties and responsibilities: |  |

**References**

Please give the names and addresses of two persons as referees who we can approach for references. No approach will be made to your present or previous employers before an offer of employment is made.

Referee 1

|  |
| --- |
| Name: |
| Address:Tel: email: |

Referee 2

|  |
| --- |
| Name: |
| Address: Tel: email: |

**Personal statement (continue on separate sheet if necessary)**

Please include:

* why you want this job
* why you think you are the most suitable person for the job
* any other information you think we might need to know, or that might help your application