



VACANCY
SHOP MANAGER (1 year contract)

About our shop: Our community shop provides a much valued asset to the village of Cavendish and beyond. It is a small but busy shop selling a wide range of goods, including groceries, newspapers and alcohol.

About the role: Reporting to the management committee, this part-time role will be responsible for the day-to-day operations of our unique shop, including management of employees, volunteers and suppliers.

A Job Description detailing key responsibilities and tasks is provided overleaf.

Skills & experience: The ideal candidate will have experience of working in a business environment, ideally in the retail sector. They will be customer focussed with a confident but collaborative management style. They will have experience in the challenges of managing a small business; be well organised and IT literate. They will hold a full driving licence with insurance that covers using your car for business purposes.

Contract and hours of work: Initially the contract will be for one year (subject to shop finances, this may be extended). This part time role is for 12 hours per week and will require some weekend work. Shift patterns will be negotiable upon job offer, but will require to be split between working in the shop; working on administrative tasks from home and visiting suppliers (as required).

Remuneration will be £7,800 per annum (based on prorated full-time equivalent salary of £24,375. Business mileage of 45p per mile will be paid for business use of the car, as required. Paid holiday entitlement will be prorated based on the legal requirement of 5.6 weeks per annum.

How to apply: If you think this role is for you, please email Barbara McGoldrick - Chair of Cavendish Community Shop barbmccavcommshop@gmail.com stating how you meet the skills and experience listed above and in the job description. Please also attach your CV. Closing date is the end of July 2024.

JOB DESCRIPTION

Job Title: Shop Manager
Responsible to: Cavendish Community Shop Management Committee

Place of work:

Due to the combined management and administration of this position, a shift pattern will be agreed to split working hours between working in the shop / working from home and visiting suppliers.

Key Responsibilities:

- Responsible for the overall daily operations of the shop, ensuring efficiency, customer service and provision of community service to the village.
- Management of shop employees and volunteers to ensure smooth running of the shop and a positive working environment
- Management of all supplier relationships essential for the supply chain of grocers, newspapers etc.
- Regular financial reporting as required to shop Accountant
- Monitoring online bank accounts
- Undertaking regular shift in the shop

Main Tasks:

People Management

- Manage and support employees as required including training, feedback, supervision and absence management.
- Administration of wages (working with the Shop Co-ordinator)
- Ensure staffing levels are maintained during required hours
- Manage and train volunteers ensuring communication of shop news via community whatsapp group (to include volunteer rota)
- Ensuring all employee records are kept up to date using Google Drive & shop laptop
- Ensuring compliance with health and safety, GDPR and employment legislation

Management of supplier relationships and stock

- Main point of contact and negotiator for all suppliers
- Provide regular meter readings to Utility provider
- Monthly stock control count of alcohol and cigarettes
- Quarterly stock count of all stock
- Purchase of stock outside of online suppliers

General Duties when working in the shop

- Assist in the opening and closing duties of the shop
- Provision of cover during employee sickness or holidays

Working as part of a team

- Fostering a team spirit amongst employees, volunteers and committee members
- Monthly reporting to the Shop Management Committee of updates/ issues that require referral including HR (e.g. recruitment, absence or disciplinary issues); stock management levels and general non-routine shop updates.
- Collaboratively reviewing improvements and efficiencies of shop operations
- Drafting monthly news article for village magazine in partnership with Chair of Shop Committee