



## **Retail Assistant Supervisor**

Minimum contract 4 days per week, Wednesday through to Saturday. Extra hours available during the week, including Sundays to provide holiday cover as and when required.

4-week training/trial period

Hourly pay TBC

Paid on the 25<sup>th</sup> of each month

### **Working Hours**

9 am-6pm high-season

9am-5.30pm mid-season

9am-5pm low-season

Holiday entitlement:28 days per annum pro rata

### **Duties to include:**

- Provide excellent customer service
- Sell entrance tickets and giftware
- Ensure the smooth running of the shop
- Provide information to our visitors about the Butterfly Farm
- Make sure shop is clean stocked up and ready for the day
- Change to be exchanged into the tills accurately
- Close shop down at the end of the day
- Set up tills with float when supervisor is unavailable
- Cash up and fill out relevant paperwork as and when required
- Providing holiday cover and standing in for the shop supervisor in their absence
- Answer telephone calls
- Have good knowledge of the Butterfly Farm
- Conduct guided tours as and when required – full training will be provided as this will occasionally involve the handling of some of the creatures from Minibeast Metropolis.