



## JET WORKFORCE SOLUTIONS LIMITED

### Job Description Sales Assistant – Variable Hours

#### **JOB SUMMARY:**

To assist in the selling of plants, timber products and sundries to the general public. The work is primarily on Saturdays between the hours of 9.00-3.00pm. Acorn shop opening times are 9.00 – 4.15pm on Saturdays.

#### **Duties:**

- Greet and serve customers in the shop and assist them with their enquiries in a professional manner
- Serve customers on the till effectively and efficiently
- Assist shoppers to find the goods and products they are looking for
- Processing cash and card payments
- Stock shelves
- Report discrepancies and problems to the supervisor
- Keeping shop tidy and clean
- Write up customer basket and plant orders in the order books
- Assist customers on the phone with their enquiries in a courteous manner
- Work with other team members.
- To read and adhere to the policies and procedures within the work place, including Health and Safety.
- Cut timber to size
- Water and space out plants

#### **Knowledge and Experience Required:**

- Customer service skills
- Excellent communication skills
- Experience of using a till and handling payments
- Having a friendly and engaging personality.
- Comfortable working with members of the public.
- Should have a confident manner and be able to work unsupervised.

- Must be helpful and polite.
- Some horticultural plant knowledge would be desirable
- Able to work as part of a sales team
- Staff are expected to adhere to the No Smoking policy
- This job description will be subject to review and alteration in the event of any future developments within Workforce Solutions Limited.

**Confidentiality:**

It is essential that the post holder should understand and implement the need for confidentiality in respect of all aspects of their work.

The Jersey Employment Trust (JET) is a charitable organisation whose primary aim is to assist people with a disability and/or long term health condition to find and sustain open employment. JET is based over three sites; The Oakfield Building situated on the Highlands College campus, the horticultural nursery at Acorn Enterprises in Trinity and job club and training room at Kensington Chambers on Kensington Place, St Helier. For further information see [www.jet.co.je](http://www.jet.co.je)

**Jersey Employment Trust  
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