

**Applications are invited for the following position within Arundel School.**

<b>Job title</b>	Shop Assistant	<b>Work Location</b>	Harare
<b>Department</b>	Retail	<b>Reports to</b>	APA Treasurer
<b>Cost Centre</b>	Retail	<b>No. of Incumbents</b>	1

### **Main Purpose of the Job**

As a Tuckshop Assistant, you will be required to contribute to the effective and efficient operation of the tuckshop service by providing a high level of food hygiene and customer service under the guidance of the APA Treasurer. You will also need to ensure that a high safety standard applies to all facilities and that all duties are completed to an acceptable standard as determined by the Principal and school administration.

### **Duties and Responsibilities**

- Practice confidentiality in relation to all aspects of the role.
- Assist with the day-to-day operation of the Tuckshop within the guidelines and processes set by the school.
- Assist with the ordering of stock from approved, reliable suppliers.
- Assist with receiving and checking all supplies against invoices and delivery dockets, signing the same before handing over to the APA Treasurer or nominee for payment.
- Assist with tuckshop pricing on a regular basis in consultation with the APA Treasurer.
- Assist with handling money and correct balancing of same, counting the daily takings and ensuring that daily takings are delivered to the school bursar for banking.
- Assist with ordering and organising all food prepared and sold.
- Follow workplace Health and Safety procedures in relation to the preparation of food and the cleanliness/hygiene of the tuckshop.
- Daily cleaning/tidying of the Tuckshop area.
- Ensuring all stock is stored in a tidy and clean manner.



- Assist with observing the security of the Tuckshop by restricting Tuckshop entry to authorised persons only.
  - Ensuring a high standard of customer service and hygiene is maintained.
  - Take reasonable care to ensure the health and safety of yourself and others at the workplace.
  - Any other duties as specified by the supervisor.
- a. Supervisory controls**  
Supervision received from: APA Treasurer.  
Supervision exercised to: Tuckshop Intern.
- b. Advises:** APA Treasurer
- c. Liaises with:** APA Treasurer, School administration & customers

## **Qualifications**

**Minimum requirements necessary to conduct/perform the job successfully.**

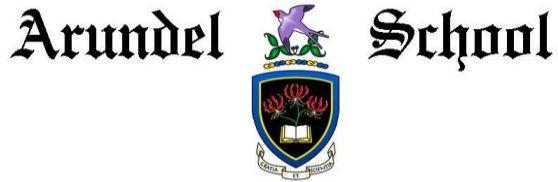
5 O Levels, including Mathematics /Accounts and English

## **Experience**

Two years of experience in a similar setting is an added advantage.

**Essential Skills or Knowledge required to meet the demands of the job**

- Good math/arithmetic skills
- Strong communication and time management skills
- Customer satisfaction-oriented



**How to apply:**

Applications accompanied by a covering letter and detailed C.V should be emailed to [apa@arundel.ac.zw](mailto:apa@arundel.ac.zw)

The closing date for applications is **Thursday, 8 September 2022 (Close of Business)**.