

## **Job Description: Retail Assistant at Leith Bottle Shop**

*All details subject to contract.*

<b>Job title:</b>	Retail Assistant
<b>Job Purpose:</b>	We are looking for a friendly, conscientious person with a passion for great beer, wine and spirits to join our growing business. They will be responsible for serving customers in a friendly and approachable manner, managing stock, ensuring the shop is well-presented, and preparing online orders. There may also be opportunities to help with social media content.
<b>Location:</b>	Leith Bottle Shop, 30 Great Junction Street, Edinburgh, EH6 5LA
<b>Reporting to:</b>	Alexander Harriss (Owner / Manager)
<b>Hours of Work:</b>	<ul style="list-style-type: none"><li>• 15 hours per week minimum, plus additional hours to meet the needs of the business, including covering staff holiday and sickness</li><li>• Shifts between the hours of 11:00 and 22:15, Monday to Sunday, predominantly evenings and weekends.</li><li>• 30-minute unpaid break for shifts over six hours in length</li></ul>
<b>Pay:</b>	£12.00 per hour
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• 5.6 weeks paid holiday, including bank holidays (pro rata)</li><li>• Pension contributions (where eligible)</li><li>• Staff discount (rates subject to change and Minimum Pricing laws)</li></ul>
<b>Main Responsibilities:</b>	The responsibilities of this role include: <ul style="list-style-type: none"><li>• Serving customers in a friendly and approachable manner.</li><li>• Managing inventory, handling incoming deliveries and organising stock (some heavy lifting up to 25kg is required).</li><li>• Ensuring the shop is clean and well-presented.</li><li>• Preparing and packaging online orders.</li></ul>

## **Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; training:</b>	Higher/GCSE (or equivalent) Maths and English qualifications.	<ul style="list-style-type: none"><li>• Personal Licence</li><li>• Cicerone Level 2</li><li>• WSET Level 2</li></ul>
<b>Previous experience:</b>	Previous experience working in a customer-service based role.	Previous experience in the food & drink sector.
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Excellent customer service skills, good communication and organisational skills, ability to multi-task.</li><li>• Good knowledge of craft beer and the main beer styles.</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of wine, including grape varieties.</li><li>• Good knowledge of spirits, including single malt whiskies.</li><li>• Ability to produce social media content</li></ul>

<b>Personal qualities:</b>	<ul style="list-style-type: none"><li>• An interest in wine and spirits.</li><li>• Willingness to learn and expand skills.</li></ul>	
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