



Seasonal Retail Assistant - Job Description

Location: Pimped Emporium of Treasures, 3 St Alban Street, Weymouth, DT4 8BZ

Reports to: Shop Owner (Kayt Matthews)

Hours: Alternate weekends (Saturday & Sunday), 9:50am – 4:10pm (6 hours per day)

- 20-minute unpaid break per shift
- Total weekly hours: 12

Hourly rate: Minimum wage

Role Overview

We are looking for a friendly, reliable, and enthusiastic Seasonal Retail Assistant to join our team. This role involves supporting the day-to-day running of our shop, delivering excellent customer service, and helping create a welcoming and well-presented retail environment.

Key Responsibilities

- Greeting and assisting customers in a polite and approachable manner
- Serving customers and processing payments using a card payment terminal and/or cash handling
- Assisting with the set-up and presentation of displays to a high standard
- Restocking shelves and ensuring products are well organised and attractively displayed
- Keeping the shop clean, tidy, and safe at all times
- Supporting with opening and closing procedures as required
- Assisting with stock management, including checking deliveries and organising storage areas
- Representing the business positively when interacting with customers

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Skills & Experience Required

- Previous retail or customer service experience
- Confident in communicating with customers and working as part of a team
- Reliable, punctual, and well-presented
- Ability to work in a busy environment and stay organised

Personal Attributes

- Friendly and approachable
- Proactive and willing to help where needed
- Positive attitude and strong work ethic
- Attention to detail

Probationary Period

- This role is subject to a 1-month probationary period
- Performance, attendance, and suitability for the role will be reviewed during this time
- Employment may be terminated during the probationary period with appropriate notice if the role requirements are not met

Additional Information

This is a seasonal role and may include busier periods during holidays and events
Flexibility to cover additional shifts may be beneficial

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