



**...Job Description for  
Full Time Sales Assistant...**

4 July 2008

**Title:** Full Times Sales Assistant

**Outline:** Responsible for providing sales assistance to customers in The Glasgow Scout Shop and for assisting the Scout Shop Manager with the general running of the Shop.

**Responsible to:** Scout Shop Manager.

**Appointment Requirements:** To understand and accept The Scout Association's policies, have satisfactory Enhanced Disclosure Scotland clearance. The completion of certain modules from The Scout Association's adult training scheme as detailed in the Adults Personal File.

**Hours of Work:** You will be required to work five days out of six between the hours of 9am and 5.30pm, which will include some weekends. You will occasionally be asked to work in the evenings or to be away from home overnight if the Scout Shop is at a Conference or event.

**Clyde Regional Scout Council**

21 Elmbank Street Glasgow G2 4PB tel 0845 094 4391 email [info@clydescouts.org.uk](mailto:info@clydescouts.org.uk) [www.clydescouts.org.uk](http://www.clydescouts.org.uk)

Regional Commissioner (Scotland): Stuart J. Imrie Regional President: Alex M. Hamilton Founder: Robert Baden-Powell OM Chief Scout: Peter Duncan

Registered Scottish Charity SC010415

<b>Main tasks of the role</b>	
Process mail, internet and telephone orders received in The Scout Shop.	Assist walk-in customers to find what they are looking for.
To operate the cash desk.	To check stock deliveries from suppliers.
Assist with merchandising of the Shop stock.	Tidying of the Scout Shop and other areas of the building at 21 Elmbank Street.
Provide a high level of customer service at all times.	Such other tasks as may be reasonably requested by the Scout Shop Manager.

Appointed with effect from:

First review:

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Gary Bainbridge.

Date: \_\_\_\_\_