

Job Description

Job title	Shop Assistant	Date October 2025
Reports to (title)	Facilities Manager	
Contract/Department	BS/ABF	Revision 1
Location	Peterborough	

Job purpose

Describe the overall purpose of the job in two or three sentences.

We are looking for a reliable and friendly Shop Assistant to support the smooth day-to-day running of the staff shop. This role focuses on providing excellent customer service, maintaining clean and organized displays, handling stock and deliveries, and ensuring the shop always looks its best

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Unpack, check, and organize incoming deliveries.
- Replenish shelves and maintain well-stocked, tidy displays.
- Keep storage and shop floor areas clean, safe, and organized.
- Assist with stock rotation, labelling, and product placement.
- Support with inventory counts and stock checks.
- Ensure health and safety and store policies are always followed.
- Work closely with other team members to ensure smooth store operations.
- Checking and logging stock levels
- Occasional making of hampers

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Previous experience in retail or stock handling preferred.
- Strong attention to detail and good organizational skills.
- Friendly, approachable, and helpful attitude.
- Ability to lift and move stock safely (training provided).
- Reliable and able to work effectively as part of a team.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	

Job Description

Salary: £57k – with progression on completion of objectives

Cost Code: Central

Line Manager: Hd Engineering and Technical