

SOUTHWARK

◆ CATHEDRAL ◆

Temporary Christmas Shop Sales Assistant

About Southwark Cathedral

Southwark Cathedral is an inclusive Christian community growing in orthodox faith and radical love.

The marks of our community are:

- Confidence in God and the Gospel
- Passion for those on the edge of society
- Engagement in vibrant theology and teaching
- Prayerful service of our Bishop and Diocese
- Love for London and the world

What is a Temporary Christmas Shop Assistant?

We are looking for a number of temporary new staff who will assist the existing retail staff at the Cathedral in setting up and help run our new Christmas shop which will be open from 8 November – 24 December as we look to continue our recovery from the Covid-19 pandemic. The Cathedral is very busy and exciting place to work in the run-up to and during the festive season.

What would you do?

- Day to day operation of the Christmas shop including unpacking deliveries, pricing, and merchandising.
- General enquiries from visitors and customers.
- Ensuring customer service standards are met to maximise sales.
- Maintaining accurate sales records through proper use of the EPOS system and financial procedures.
- Assist in cleaning and general housekeeping.
- Security awareness for stock and staff safety.
- Assisting all staff to maintain high standards with respect to security, customer service and sales skills.
- Dealing with special customer orders and requests.

- Manual handling.
- Helping with special events and late night openings.
- Assist with the fulfilment of online orders if required.

What are we looking for?

While no formal qualifications required we do ask that any potential applicant has the following skills and qualities

- Retail experience
- Creative customer service skills
- Merchandising experience
- Ability to work under pressure in a busy environment
- Ability to work well within a small team as well as individually
- Awareness of equal opportunities and diversity
- Basic IT skills
- Physically active and able to carry out some lifting.

Other useful information

- Induction and Training will be provided.
- A number of different shift patterns and days will be available but we expect applicants to commit to a minimum of two days per week which could include weekend and evening work.
- The Cathedral is committed to paying the London Living Wage of £10.85 per hour

How to apply

Please email a copy of your CV with covering letter to the Retail and Services Manager Jon Dollin at jon.dollin@southwark.anglican.org

The closing date for applications is Thursday 30 September at 6pm. Interviews will take place week commencing 4 October.

We are committed to equality of opportunity for all volunteers and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.