



## Farm Stores Shop Attendant

**Job Title** : Shop Attendant  
**Reports To** : Stores Manager  
**Job location** : Farm stores, Carrigrohane Road  
**Position Type** : Permanent & Full Time

### Job Purpose

Replenish stock and optimise the presentation of the farm shop while attending to farm shop customers. Also provide a goods inwards and outwards function for the whole stores department.

### Key Responsibilities

- Serve farm shop customer for 'over the counter' items.
- Replenish & merchandise the shop to ensure a tidy, clean and safe shop with orderly, priced and attractive product displays.
- Maintain product data (e.g. product title, description and attributes) on the computer system & website.
- Provide a shop security presence by being observant and visible.
- Perform stocktakes as required, at minimum every item once a year.
- Goods inwards: check off orders received against packing dockets, put away parts received & receipt orders on the computer system.
- Goods outwards: Pack parcels for dispatch by courier & generate shipping labels from the courier's system.
- Undertake projects as required (e.g. liquidation old stock, realignment of storage lockers, promotion of clearance items, etc.)

### Performance Measures

- Farm shop sales
- Stock turns & value of old stock
- Stock take adjustments
- Stores tidiness
- Customer complaints

### Qualifications

- Interest in machinery / hardware an advantage.
- Experience of another customer service role an advantage.
- Personal characteristics sought: Methodical, able to multitask and work at a high pace under pressure, customer service orientation.

### Job Dimensions

**Remuneration** : €12/hr.  
**Staff** : Working alongside 1 colleague in the farm shop & a team of c. 6 spare parts storespeople.  
**Working Conditions** : Retail floor based, goods inwards/outwards station too.  
**Schedule** : Mon. – Fri., Sat. mornings on rotation, occasional o/t in season  
**Equipment & Tools** : PC based applications



At times the post-holder will be expected to perform duties outside of this job description in order to ensure the maintenance of a high level service to our customers.