



SQUASH SHOPKEEPER

JOB DESCRIPTION & PERSON SPECIFICATION

The deadline for applications is **6pm Friday 3rd May**

Shortlisted applicants will be informed by **Wednesday 8th May**

Interviews will take place in the week commencing **13th May**

Guided tour and meet the team on **Sunday 14th April, 11am, Wednesday 17th April, 11am & Saturday 20th April, 11am.**

If you have access needs and would like to respond to this opportunity in another form e.g. video, please let us know:

Email **becky@squashliverpool.co.uk**

Or in person at **Squash 112-114 Windsor Street, L8 3TD**

Or by phone **0151 7077897**

ABOUT SQUASH

Squash Liverpool C.I.C. is a pioneering, award-winning community organisation, rooted and home-grown on Windsor Street, Liverpool 8. We have a 100-year vision, inspired by nature; we are actively transforming our Windsor Street Neighbourhood into a people-powered place that is known throughout the world for being a playful, resilient and loving community where everybody thrives! Since 2010 we have been making positive social change and prioritising wellbeing for all in our neighbourhood through participatory food and art practices including food-growing and cooking, arts and crafts, and more recently through our community food business; an ingredients-based food shop, community café & catering service.

We are a Community Interest Company (CIC) – a not-for-profit membership organisation that is accountable to our community and we work alongside local residents embracing food as an essential tool to improve health and well-being. Squash runs from our community-designed building & kitchen garden which opened in 2018 and from our community food garden that was founded in 2010.

Squash is an exciting, welcoming and supportive place to work. Our team that currently includes cooks, gardeners & artists are passionate and inspiring and are dedicated to making a difference in our community. Squash provides competitive remuneration (always Real Living Wage and above), contribution to pension, generous holiday allowance, Continuous Professional Development, is a family friendly employer and is an organisation that takes staff wellbeing seriously.

For more information about Squash please visit our website www.squashliverpool.co.uk and our socials @squashliverpool

We encourage you to take up the opportunity of visiting Squash to have a guided tour of the shop and building and meet members of the team. Dates above.

SQUASH SHOPKEEPER

Job title: SQUASH SHOPKEEPER

Term: One Year fixed term contract from May 2024 with extension possible beyond this period

Gross Salary: £25,350 pro rata (£20,280)

Hours per week: 30 hours week working days Tuesday, Wednesday and Saturday

Holidays: 21 days (excluding bank holidays)

Probationary period: 3 months

Place of work: Squash, 112-114 Windsor Street, Toxteth, Liverpool, L8 8EQ

Reports to: Squash Business Manager

Responsible for: Job-relevant freelancers, apprentices & volunteers

SQUASH SHOPKEEPER

Overall purpose of the job

You will be responsible for the effective operation, promotion and development of the Squash food shop, working with the whole Squash team and members to continue to grow our successful and well-loved wholefood shop within our exemplar neighbourhood food hub.

KEY RESPONSIBILITIES:

OPERATIONS

Day-to-day, hands-on shopkeeping inc. greeting customers, stocking & pricing.

Ordering & processing daily/weekly orders

Managing stock rotation and control

Setting up effective systems and trialling different approaches to ordering, managing and organising the shop

Managing & training job-relevant freelancers, apprentices & volunteers

Ensure the shop is compliant with all relevant legislation

Responsible for maintaining clean and food safe conditions in all shop and cafe areas

Reporting at weekly staff & monthly planning meetings

SOCIAL VALUE

Clearly communicating & actively demonstrating Squash's mission, values and ethos

Supporting & interacting with a wide range of community members

ENTERPRISE

Ensuring agreed financial targets are achieved, recorded and communicated to team, manager and board

Researching, building & maintaining relationships with local/national ethical food producers & suppliers

Identifying new opportunities to diversify income generation

Developing new markets for Squash products

Collaborating on social media, website & other publicity

Creating seasonal promotions and events

SUSTAINABILITY

Co-curating & sourcing quality, value for money ingredients & products for Squash shop that reflect Squash food values

Working with the horticultural team re promoting Squash-grown seasonal produce, composting

Supporting increased knowledge of Squash's place in the ecology of sustainable food practice

SQUASH 112-114 WINDSOR STREET L8 8EQ Telephone **0151 7077897**

FB insta twitter **@squashliverpool** **www.squashliverpool.co.uk**

PERSON SPECIFICATION

Minimum of 3 years related work experience

ESSENTIAL CRITERIA:

Experience and knowledge

Knowledge of sustainable & ethical food produce & products

Experience of working in a shop/retail environment

Track record of generating revenue

Experience of business development

Customer service experience

Proven leadership skills (in a voluntary or paid role)

Capacity for clear written and verbal communication

Ability to work independently, prioritise tasks, set goals and evaluate progress

DESIRABLE CRITERIA:

Excellent problem-solving and negotiation skills

Enthusiastic, resourceful and friendly

Knowledge of the issues and needs of social enterprise/community business

Social marketing experience and skills

Driving licence

OTHER INFORMATION:

Training and mentoring will be available to the postholder. Training needs will be assessed upon appointment and both internal and external training opportunities will be considered.

The post-holder will be required to undergo an enhanced DBS disclosure process.

The above represents a non-exclusive description of the duties involved in the position. Any additional responsibilities from time to time will be identified and agreed with the post-holder, Squash Business Manager and board of trustees.

Regular reviews in line with company planning will consider job descriptions, objectives and personal development. Revisions will be made in full consultation with the post holder.

TERMS AND CONDITIONS

A probationary review by both parties will be held after 3 months

A one month notice period on either side (post review period)

The company's processes and practices are guided by a number of policies & guidelines. Current policies/guidelines that apply specifically to employees are as follows:

Equal Opportunities Policy

Vulnerable Adults Protection Policy

Child Protection Policy

Health and Safety Policy

Food Cuiding Principles

Environmental Policy

Staff Handbook

Where the company has no written policy at present, Statutory Government Regulations apply.

APPLICATION PROCESS:

Please email your completed application form and Equal Opportunities monitoring form to:

becky@squashliverpool.co.uk. Please don't send a CV.

SQUASH I12-I14 WINDSOR STREET L8 8EQ Telephone **0151 7077897**

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