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| Job title: | Seasonal Marina Shop Assistant | Position type: <i>(E.G. full-time, part-time, permanent, seasonal)</i> | Part-time seasonal Variable Hours BETWEEN 8.00am – 6:30pm |
| Department: | Bucklers Hard Yacht Harbour | Hybrid working? | no |
| Location: | Bucklers Hard Yacht Harbour (The Boat Shed) | Driving licence required? | Yes |
| Salary range: | £12.71 | Start date: | 19/03 – 26/09/26 |
| | | Date posted: | |
| Travel required? | Minimal - Occasional travel around the estate and to training courses | Application cut-off date: | 20/02/26 |
| Reporting lines: | | | |
| Reporting to the Shop Supervisor | | | |
| Purpose of the role: | | | |
| This role is to present and operate the Reception Shop in a professional manner. To advise and assist customers in a friendly and welcoming manner. To Operate the tills, including cash and credit card transactions. To answer telephone and assist with enquiries. To assist with the Marina reception and queries and to receive deliveries to site. To cook pre-made breads and pastries. To ensure the shop is clean and presentable. | | | |
| Qualifications | | Assessment approach | |
| | Essential | Shortlisting | |
| Experience | | Assessment approach | |
| Experience in dealing with customer service enquiries | Essential | Shortlisting / Interview | |
| Experience in working in a retail/customer environment | Essential | Shortlisting / Interview | |
| Food handling | Desirable | Interview | |
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| Skills | | Assessment approach | |
| Customer Service | Essential | Shortlisting / Interview / Test | |
| Ability to work under pressure | Essential | Interview | |
| Ability to prioritise tasks | Essential | Shortlisting / Interview | |
| Able to handle cash and credit cards and operate a till confidently | Desirable | Interview | |
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| Attributes | | Assessment approach | |
|---|-------------|---------------------|------------|
| Friendly and supportive manner | Essential | Interview | |
| Ability to focus on tasks and complete them accurately with attention to detail | Essential | Interview | |
| Flair for display and stock layout | Desirable | Interview | |
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| Job description | | | |
| <p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Working to a professional standard, being friendly and helpful to all our customers • Assist with the Marina reception • Answer telephone enquires • Receive deliveries • Being responsible for cash handling, operating tills and PDQ machines • Daily cleaning and tidying of shop area • Checking and pricing stock • Checking stock levels and re-ordering • Merchandising • The opening and closing of shop • Balancing the days takings • Daily cooking of pre-prepared pastries • Undertake any other reasonable tasks as requested by the Shop Supervisor or Harbour Master. | | | |
| Reviewed by: | Wendy Stowe | Date: | 12/01/2026 |
| Approved by: | | Date: | |
| Last updated by: | | Date/Time: | |