



outside the box

MORE THAN JUST A CAFE

Registered charity 1151706

## **Job Description**

**Market Stall Assistant**

**Date: 01/02/17**

**Job Title:** Market Stall Assistant

**Reporting to:** Outside the Box Manager

**Hours of work:** 7.5 hours monthly (8.30am-4pm first Sunday of every month)

**Salary:** Minimum wage dependent on age.

**Background:**

Ilkley Community Enterprise Ltd, is a registered charity that runs a number of services for people with additional needs including Outside the Box café, which is a dynamic community café that supports adults with a learning disability to lead more fulfilled and independent lives.

Ilkley Community Enterprise Ltd runs The greenhutco as part of Outside the Box, producer of jams and chutneys. The greenhutco sells its products to local businesses within Ilkley and has a stall at The Real Food Ilkley Market that takes place on the first Sunday of every month.

**Person specification:**

We are looking for reliable, friendly individual with excellent people skills who is hard working and able to use their initiative. You will be enthusiastic, confident, and trustworthy.

You will be expected to commit to working 8 hours on the first Sunday of every month at a busy farmer's market.

You must be happy working outside (the stall will always be outside) and also happy that there will be some light to medium weight lifting of gazebo, tables & equipment involved.

You will be trained to carry out tasks as stated below and as part of the role you will be trained to complete a food hygiene level 2 qualification.

Driving licence and use of a vehicle to transport stock/equipment is essential.

This is a great opportunity for students looking to commit to just a few hours a month.

### **Main responsibilities and tasks**

- Helping with the set up/building of the stall. Transporting the equipment and products.
- Displaying the products in an appealing way to attract customers to the stall. Putting tasters out of the jam and chutney for customers to try. (No cooking required)
- Interacting with customers whilst selling the products
- Learning and gaining knowledge on the The greenhutco products in order to effectively communicate and feed this information to our customers.
- Representing The greenhutco and Outside the Box to our customers and clients, maintaining our high standards.
- Money handling
- Close of the stall, transporting all equipment and products back to Outside the Box.
- Working alongside volunteers and members (adults and young people with learning disabilities) on the stall.
- comply with all risk assessments, health and safety, hygiene, equal opportunities and other company policies and procedures
- To undertake other duties that are commensurate with the post.