

Brace's Bakery - Job Description/Specification



Job Title:	Merchandiser	Reports to:	Key Accounts Director
Department:	Sales	Site:	Pen-y-Fan (Head Office)
Purpose of Role Support sales function in store through merchandising.			

Key Role Accountabilities

- Undertake store visits in line with agreed journey plan.
- Promote Brace's Bakery lines.
- Making sure Brace's shelves are stocked and full.
- Ensure compliance with Brace's range, space in store.
- Reporting back out of stocks, waste.
- Making sure the correct prices and promotions are displayed in store, correcting and updating where necessary.
- Execution of Brace's retailer promotional strategies in store which includes but not limited to building promotional displays.
- In-store sampling.
- Complete when required competitor price checks.
- Creating good working relationships with store colleagues.
- Reporting back to Brace's Head Office with photographic reports weekly.
- Attend trade shows/events.
- Possible overnight stays required, possible weekend working on occasion.

Communication

- To liaise with all departments and various levels of management throughout the business.

Training

- To undertake training as required to update knowledge and experience and/or according to industry and business needs (store visit process, building displays, stocking shelves, locating warehouse stock, printing SELs).
- Food Hygiene Level 2.

Maintenance

- Ensure that any equipment that fails to produce the quality/hygiene standards is identified and maintained in line with company procedures.

Quality

- Ensure all work carried out is at the highest standard.
- Quality not quantity attitude.

Hygiene

- Ensure area of work is maintained in a hygienic manner.
- Adhere to all hygiene policies and procedures.

Cleanliness

- Ensuring that all working practices are in line with the company procedures.

Health & Safety

- Ensure the compliance to all company health and safety procedures.
- Ensure the adherence to statutory regulations and legislation that affect the production of food.

Food Safety

- Ensure all activities in the area are carried out in accordance with Food Safety Procedures.
- Ensure high standards of housekeeping adopting the 'clean as you go' approach.

Key Skills and Accountabilities

- Experience in field based merchandising – building displays, filling shelves, ensuring compliance checking/updating pricing.
- Communicates clearly and is outgoing, enthusiastic and personable.
- Good organisational skills and ability to reprioritise at short notice.
- Natural enthusiasm and passion for what you do.
- Demonstrates understanding of standards for compliance and quality.
- Ability to work under pressure, achieve deadlines.

Vehicle

- Brace's van provided.
- Clean licence required.
- Minimum age 21 years for company vehicle insurance.

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Appearance

- Clean, tidy appearance (no tattoos, piercings).
- Brace's uniform provided – polo shirt and jacket.
- Individual provide smart trousers (chino – black, blue, brown – no jeans) and smart sensible shoes.

Note:

This Job Description is not an exhaustive list of tasks performed but does represent the major duties and responsibilities encompassed in the job. It does not prevent the jobholder from being allocated any other duties of a broadly similar nature to those described. Should these other duties become a permanent and major part of the job, they will be included in a revised specification.

Job Holder Name:	
Job Holder Signature:	
Date:	