

<b>Job Title</b>	Studio Assistant (Part time) Saturday only
<b>Accountability</b>	Director
<b>Company</b>	Scribbles Ceramics Limited
<b>Location</b>	2 Park Lane, Newmarket, Suffolk CB8 8AX
<b>Brief Description</b>	To assist with the smooth running of a retail pottery studio serving customers
<b>Job Description &amp; Requirements</b>	<p>To work in a pottery painting studio, &amp; gift shop, which is open 6 days a week for anyone to decorate pottery purchases.</p> <p>The studio also host children's/adult parties, and sells painted commissions, as well as offering: baby hand/ foot printing, clay imprints, silver clay pendants.</p> <p>Applicants must be available at busier times; this may include some evenings, Saturdays and the school holidays. CRB approval will be needed at applicants cost.</p> <p>Applicants must have good communication and people skills, and preferably possess experience in sales, computers</p> <p>They should also essentially possess some artistic ability, although all training can be provided.</p>
<b>Duties and Responsibilities to include</b>	<ol style="list-style-type: none"> <li>1. Painting commissions &amp; demonstration examples</li> <li>2. Kiln room operations, to include Glazing, Dry Footing, Loading &amp; Unloading Kiln, packing finished goods, notifying customers</li> <li>3. Window dressing</li> <li>4. Assist with customer service</li> <li>5. Till work</li> <li>6. Basic admin of customer job logging and tracking</li> <li>7. Serving refreshments</li> <li>8. Refilling stock on shelves and organisation of stock appearance</li> <li>9. Cleaning of all stock shelves, and windows including windows</li> <li>10. Cleaning of studio, kitchen, party area, and kiln floors and walls.</li> <li>11. Stock checking of consumables materials and replenishing as required</li> <li>12. To maintain a clean studio environment by clearing away all used materials, and cleaning the painting area immediately a customer leaves.</li> <li>13. Continual checking of paints on each table to ensure correct pots on each table and to ensure they remain filled.</li> <li>14. To take and fulfil orders for refreshments whilst ensuring the equipment is maintained and cleaned as required to ensure safe operation. Coffee machine to be cleaned as per correct procedure each day.</li> <li>15. Inflate balloons in studio to maintain displays and to fulfil customers orders</li> </ol>
<b>Hours of work</b>	Saturdays: 10.00am to 5.00pm for 6.5 hours per week (flexible overtime may be required) with ½ hour lunch break (extra hours during school holidays will be available)
<b>Rate of pay</b>	National Minimum wage