

# TOAST

## SALES ASSISTANT + KEY HOLDER – PART TIME

TOAST designs clothes and homewares for modern living. We endeavour to create products that are unique – designed with great care, made of the best quality fabrics – and present them in simple but original and inspiring ways. We are known for our seasonal photography campaigns - which take us all over the world and continually expand our influences – as well as a consistent dedication to depth of thought in everything we do.

The emphasis within the TOAST workplace is on simplicity, originality, creativity and thoughtfulness. We work hard to communicate intelligently with the wider world (to assume intelligence in those we engage with) and strive against doing the obvious. We value serious thought in many broad fields – in art, literature, design, philosophy, travel, science... – as much as we do in fashion. Though our output may appear simple, it is always produced with great attention to detail.

You are a catalyst for TOAST's successes. To realize our ambitions we need you to share our interests and values, have an enthusiasm for TOAST itself, a deep knowledge and love of your own specialist area, and a wealth of life experience. With this common ground we can work together with clarity of thought, producing innovative ideas and always doing our very best for TOAST.

In return for your dedication, TOAST will offer a supportive and friendly working environment with flexible working hours and generous staff discounts. You will receive a comprehensive induction, including product and brand training, that helps to plant a deep understanding of TOAST that can be carried confidently through your work and into the outside world.

# TOAST

## KEY HOLDER – PART TIME

UPDATED – 07/08/18

REPORTS TO – STORE MANAGER

LOCATION – HAMPSTEAD

---

### ROLE OVERVIEW –

As a Part Time Key holder you will help and when necessary, have full responsibility for the day to day performance of all aspects of store operations. You will be expected to use your initiative to support the delivery of the brand's performance and cultural expectations. To fully maximise its sales potential / profitability and help ensure delivery of the brand's visual expectations and standards.

You will also need to be an ambassador for the brand's culture both in your appearance and behaviour and will be expected to develop your team to the same standards.

### ROLE IN DETAIL –

- Deliver Toast's Customer Service expectation both personally and through your team.
- You will be a Brand Ambassador, representing Toast both visually and behaviourally at all times.
- Support delivery of Toast's Brand Visual expectation using all information available.
- Contribute towards detailed feedback to key liaisons regarding stock performance .
- Support Store in achieving and delivering Management KPI targets.
- Support delivery of an excellent back of house operation that supports the needs of the store and facilitates optimal trading results in a secure fashion.
- Support delivery of all necessary training and development to the team to ensure they have the capability to perform to expected levels.
- Seek development and training of own skills set to continually improve performance.
- Ensure a safe and healthy working environment for all of the team with a focus on risk assessment and ensuring a high level of housekeeping.
- As Key Holder you will be expected to open and close the Store in a safe and secure manner adhering at all times, set Store's procedures.
- You will be expected to support Store in minimising stock loss either by theft or by administration using guidelines set down.

If you would like to apply, please send a cover letter and CV to [jobs@toa.st](mailto:jobs@toa.st)