



## We are looking for Shop and Party Assistants!

Come and work for Pots2Go, the award-winning pottery painting ceramic café situated in the heart of Harrogate. Named Best Ceramic Café in Yorkshire, and Party Provider of the Year 2020 for North Yorkshire, this is an exciting time to join the Pots2Go team!

<b>Job Title</b>	Shop and Party Assistants
<b>Role purpose</b>	This role is vital for Pots2Go to operate smoothly, ensuring gorgeous hand-painted items can go through the creation and collection process without hiccups. We are looking for reliable, hard-working individuals to cover busy periods in the shop. The role will consist of part-time, mainly weekend work in the run up to Christmas – a very busy time for Pots2Go. Individuals will need to be responsible, reliable, and will have excellent customer service skills and a good work ethic.
<b>Hours</b>	c.3 part days a week, including weekends working c.9.30am - 5pm. Flexibility is crucial to the role. We require someone from October 2021 until at least mid-January 2022. (Note the role will be offered on a zero-hour, casual contract).
<b>Location</b>	Pots2Go Ceramic Café Shop, Harrogate (25 Montpellier Parade, Harrogate, North Yorkshire, HG1 2TG)
<b>Deadline</b>	Sunday 3 <sup>rd</sup> October, 5pm
<b>Interviews</b>	Week commencing Monday 4 <sup>th</sup> October. Start Date: Immediate.

### The Role

An exciting opportunity has arisen within the Pots2Go Ceramic Café team in Harrogate. Pots2Go is looking for two friendly, enthusiastic and confident individuals with a good work ethic and attitude to join the hard-working team.

The role is very varied and involves welcoming people and ensuring customers have an enjoyable experience, painting, assisting with children's and babies' hand and footprints, giving information and advice, taking bookings of appointments and parties, assisting at adults and children's parties, taking payments, answering the phone and dealing with enquiries, participating in workshops, doing clay imprints, making and serving hot and cold drinks, and much more!

You must have a passion for exceptional customer service and be comfortable interacting with a range of audiences, including babies. Having art experience would be advantageous, as customers often love to be inspired by creative ideas. Candidates must be able to work weekends. Most importantly, it is critical that the candidate is driven, enthusiastic and passionate about their work.

## Benefits

- Staff discount of 20% in the shop (including pottery, cards, gifts, bears, etc)
- Shop is situated in close proximity to the lovely Harrogate Town Centre
- Paid holiday (aligned with government guidance, based on worked hours)
- Pots2Go hoodie and apron provided

## Essential skills, experience and qualifications required

The ideal candidate will have some relevant retail sales experience, with excellent customer service and communication skills and a passion for the arts. Applicants must be eligible to work in the UK.

## Rough working pattern

c.3 part days a week, including weekends, in the shop in-person in central Harrogate. Flexibility is critical to the role. We require someone from October 2021 until at least mid-January 2022. You will be expected to work at peak times such as school holidays and there may be some additional evening work.

### HOW TO APPLY

- Send a **cover letter/email** with an outline of your experience, availability and why you would be suited to this role, preferably also **with a CV attached** (PDF format), by the closing date to Zoë at [info@pots2go.co.uk](mailto:info@pots2go.co.uk).
- Put 'Application – Shop and Party Assistant - \*Insert your name\*' as the subject of your email application.
- If you would prefer to meet us in person, do come and hand a printed copy in to the shop, or submit your application via email and then come and say hello during our opening hours.

## More information

To discuss the role further, seek clarification, or if you require this information in a different format, please get in touch with:

Zoë  
Shop Manager  
+44 (0) 1423 524797  
[info@pots2go.co.uk](mailto:info@pots2go.co.uk)

Please note our shop opening hours are currently Tuesday – Saturday, 10am – 4pm (On Sundays the shop is open for private hire and parties, and on Mondays the shop is closed).



**Pots2Go Ceramic Café**, 25 Montpellier Parade, Harrogate, North Yorkshire, HG1 2TG  
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