

## **JOB DESCRIPTION**

**POSITION TITLE:** PERSONAL SHOPPER

**REPORTS TO:** HOUSE MANAGER

**DEPARTMENT:** RESIDENTIAL SUPPORT SERVICES

**HOURS OF WORK:** FLEXIBLE HOURS / SUNDAY TO SATURDAY

**ISSUE DATE:** JANUARY 13, 2013

---

### **JOB PURPOSE / OBJECTIVES**

Perform basic shopping runs to pickup groceries, pet supplies, prescriptions and other supplies as required to allow the CEO to free up his time to develop the business. In most cases they will travel with the partner of the CEO to provide him general assistance as he shops. This will entail helping him with his portable scooter. The Personal Shopper may choose to also hold other positions and / or to assist other team members in accomplishing their tasks or projects in a timely manner as required using quality standards to meet management expectations. They may also choose to support management using other existing skills and abilities and / or to learn and implement new processes and develop additional skills.

### **Key Responsibilities Listed in Order of Importance**

#### **Activity 1: Perform Shopping Runs**

- Pick up Groceries, Pet Supplies and Other Supplies either by yourself, with the CEO or with his partner.

#### **Activity 2: Assist with Scooter**

When travelling with the CEO's partner, he may require use of his portable scooter. In these cases you will need to:

- Ensure you have the battery for these trips
- Be able to take the scooter out of the van, set it up, refold it and put it back in the van while taking care to not damage the scooter or the van
- Trouble shoot technical issues with the scooter and recharge the battery when the trip is complete

### **Activity 3: Assist the Principle Shopper**

- When shopping with the CEO or his partner, you will assist him to find items as required, read labels, navigate the store or carry items
- Move items from the store to the car and from the car to the house

### **Activity 4: Keep Accurate Records**

- All trips must be accurately logged w.r.t. which vehicle is used, the purpose for the trip, date, time and mileage
- Sign off on cash received for purchases when required
- Track purchases on the shopping list when provided
- Report / Track Purchases
- Keep and submit all receipts

### **Activity 5: Track Personal Vehicle Use**

- Submit accurate mileage reports for reimbursement to cover gas and operation and maintenance of the vehicle when your vehicle is used

### **Activity 6: Respect the Environment**

- Minimize the impact on the environment by reusing shopping bags and by using reusable shopping bags and shopping bins
- Maximize vehicle use by performing multiple errands on a trip to minimize the number of trips per week

### **Activity 7: Common Responsibilities for All Positions**

- Bring in leads for new Team Members, Capital Scouts, Investors and other leads as the network develops
- Provide superior customer service at all time
- Assist other team members in other positions as required and perform their tasks and duties where possible when they are not available
- Keep accurate, complete and current time sheets
- Perform other actions that bring the company closer to the corporate vision
- Participate in Team Building Exercises and Code of Honour Exercises
- Take Part in Community Service Activities
- Other Duties as Required

## **EDUCATION AND EXPERIENCE**

Incumbent must have a grade twelve diploma or G.E.D. equivalent or show demonstrated competence in the field. An understanding of the concept of 'Unit Price' and demonstrated practical implementation of the knowledge is required.

### PHYSICAL CAPABILITIES

Must be able to perform a controlled lift of 100 pounds. Independent mobility and the ability to walk extended distances without stopping while being encumbered with a shopping cart or other cart is required. The ability to ascend and descent a flight of stairs is a requirement.

### OTHER DETAILS

Access to a vehicle and a valid driver's license is an asset. You will need to be able to work independently.

Accurate and Timely Reports, Time Sheets and Record Keeping are a must. Attention to detail is a must.

This position may lead to a paid part time, full time or salaried position depending on performance, ability, qualifications, work ethic, business performance and interest on the part of the applicant.

**Note:** This position is available for volunteers, interns and independent out-sourced contractors who are willing to be compensated with deferred payments. Participants will be entered in our exclusive Loyalty Rewards Program.

This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.