****

**Loss Prevention Officer Job Description**

**Reports to the HR Manager**

**Purpose of the Loss Prevention Officer Role:**

Is to be directly responsible for helping to ensure the safety of all staff and customers at all times while managing all loss prevention and security related challenges.

**Main Responsibilities:**

**Operational:**

* All interactions dealt with in a timely and professional manner.
* Maintains Health and Safety and Food Safety compliance.
* Liaise regularly with other store security and loss prevention personnel.
* Work with the SMT in all investigations in all areas of theft.
* Assist in preventing staff theft through completing bag and locker checks (when required) and spot checks on staff purchase dockets.
* Actively promote loss prevention to all team members.
* Undertake daily store walks including outside area and any high risk areas to identify any potential security concerns or challenges.
* Accountable for dealing with all instances of theft
* Maintaining relationship with the Police
* Be up to date with current legislation and loss prevention information through appropriate training and workshops.
* Ensures all paperwork is completed on time, accurate and delivered to the right person.

**Financial:**

* Ensure all known lost stock values are recorded accurately.

**Cultural:**

* Contribute and support the store and other departments
* To support and display the store mission and its seven values in every aspect of the role.

*All of the above responsibilities are measured using your performance review. You will have a review every 6 months with the HR Manager to discuss how you are going.*

**Organisational Structure**

