

The Runcit Shop Assistant

Job type Full time, fixed term

Start date Earliest convenience

Apply by 28th May 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Shop Assistant is responsible for the efficient and friendly operation of The Runcit, providing a variety of food and beverage options to students and staff. This role includes managing sales transactions, maintaining stock levels, and ensuring a clean and welcoming environment.

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

1. Customer Service

- Greet and assist students and staff in a friendly and professional manner.
- Provide information about products sold at The Runcit, including ingredients and dietary options.
- Handle cash, card, or e-payment transactions accurately using the point-of-sale (POS) system.

2. Inventory Management

- Assist in ordering and receiving stock, ensuring adequate inventory levels at all times.
- Manage stock efficiently to minimise waste and ensure product freshness.
- Maintain stock records and report any discrepancies to the supervisor.

3. Cleaning and Maintenance

- Maintain a clean and organised work environment.
- Follow established cleaning protocols to ensure hygiene and safety standards are met.
- Inspect and clean equipment regularly.
- Manage waste and recycling according to school policies.

4. Food Handling and Safety

- Prepare and serve food and beverages in accordance with health and safety regulations.
- Ensure proper storage and handling of food items to prevent contamination.

5. Teamwork

- Work closely with other shop staff to ensure smooth operations.
- Participate in staff meetings and contribute positively.
- Assist in training new staff or student volunteers as required.

6. Health and Safety Compliance

- Adherent to all health and safety regulations and school policies.
- Ensure proper food handling and sanitation practices
- Comply with school guidelines and protocols.

7. Administrative Duties

- Assist in preparing daily sales reports and inventory checks.
- Update and manage product pricing and promotional materials.

Personal characteristics and skills

- Strong communication skills.
- Reliable and punctual.
- Ability to work in a fast-paced environment.
- Flexible with working hours.
- Genuine interest in young people.
- Aligned with school values.
- A genuine interest in young people and their wellbeing.
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.