



Mystery Shopper Job Specification

Key Duties

1. Register as a Mystery Shopper;
2. Provide at least two passport style photographs of yourself;
3. Download and complete the application and ethnic monitoring forms and send them to the Personnel Manager, SMP Consultancy Ltd, 87 Godmans Lane, Marks Tey, Colchester, CO6 1XA;
4. Once accepted log onto SMP website on a regular basis;
5. Check website for new businesses that need mystery shopping in your area;
6. Download a mystery shopping check list and print;
7. Take the checklist out to the premises;
8. Ensure you have your SMP identification with you if you are challenged;
9. Test the premises against the checklist, return and upload the information into the computer;
10. Complete time sheet on line stating time taken to complete the check plus any expenses incurred;
11. Provide a VAT receipt for petrol or diesel used and a car park receipt if applicable and send it to SMP Consultancy Ltd headquarters;
12. Provide a telephone number where you can be reached to discuss the results of the mystery shopping if necessary;