



## **JOB DESCRIPTION**

<b>Job Title:</b>	Till Assistant
<b>Location:</b>	Bushmills
<b>Reporting to:</b>	Garden Centre Manager
<b>Hours of work:</b>	Av 16hrs
<b>Duration:</b>	Seasonal, approx. 5 months.

### **PURPOSE OF THE JOB**

The Till Assistant will primarily work for the Garden Centre Manager. General duties include providing assistance and support to both customers and colleagues, ensuring great service is delivered and the centres high standards are maintained.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Operate our EPOS till system & process customer transactions
- Providing exceptional service to customers in the centre.
- Ensure that till staff are offering good service to our customers.
- Help to keep the shop clean & tidy.
- Help price stock within the till dept.
- Perform any other duties as may reasonably be required from time-to-time.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.*



**ESSENTIAL CRITERIA.**

1.	Previous experience using an EPOS system.
2.	Previous experience of working within a similar retail environment.
3.	Demonstrate excellent customer service skills.
4.	Ability to stand for long periods of time.
5.	Must possess initiative to work on your own.
6.	Can demonstrate great communication skills.
7.	Must be available to work every Thursday and Sunday.
8.	Availability on additional days during the week in addition to every Thursday & Sunday.
9.	Must be available to start immediately.

**DESIRABLE CRITERIA**

1.	Possess good I.T. skills.
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**ADDITIONAL INFORMATION**

**Reserve:** A waiting list may be created for this vacancy at the interview stage for any similar vacancies that may arise within the next 6 months.

E3, E5, E6 will be tested at interview stage.

*Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.*