



BATA

JOB SPECIFICATION

Forecourt Assistant - Gate Helmsley Petrol Station

The role encompasses all aspects of customer service, product knowledge, stock handling, product display and merchandising along with all the associated administrative procedures and cash reconciliation for which on the job training will be provided.

Job Tasks

Adherence to safe working practices and Health and Safety instructions.

Taking and following instructions from the Petrol Station Manager.

Responsible for dealing with customers ensuring excellent customer service at all times in line with company standards.

Responsible for encouraging sales wherever possible.

Assist in meeting set targets.

Responsible for completion of all necessary paperwork and carrying out basic administration.

Computer processing of customer orders.

Stock implementation / stock rotation / stock control.

Merchandising.

Cash control and cash reconciliation.

Undergoing training with product knowledge, as and when needed.

Flexible working between Departments when required.