



JOB SPECIFICATION

**Position: Helmsley Petrol Station
Part Time Forecourt Assistant**

JOB ROLE PROFILE

Business title: Helmsley Petrol Station
Job Title: **Part Time Forecourt Assistant**
Work Location: Bondgate, Helmsley, York YO62 5EZ
Job type: Part Time

Job Purpose

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 & Key Skills

- 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.

In addition to the above, the post holder will be expected to carry out any reasonable task which falls within the scope and purpose of the post.

If you think you have the skills and experience we are looking for, we would love to hear from you!

Due to the high number of applications if you have not heard from us within 14 days from submitting your application, please assume you have not been successful on this occasion.