



JOB SPECIFICATION

**Position: Helmsley Petrol Station
Part/Full Time Forecourt Team Leader**

JOB ROLE PROFILE

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

Job Purpose

Responsible for the day to day running of the site and your team. Ensuring the site maintains the highest standards, appearance and customer service at all times. Responsible to Forecourt and Convenience Store Manager or in absence the Retail Operations Manager and working in conjunction with your current Contract of Employment, the basis of your job description is outlined below.

Job Tasks & Key Skills

- Motivate, lead, support and coach your team
- Planning rotas and managing staffing levels
- Ensure stock ordering/replenishment is managed
- Ensure team are trained to standard on process procedures/competent person
- Adherence to safe working practices and Health and Safety instructions
- Stock Control – stock rotation, stock takes, stock reconciliation
- Liaise with external suppliers, ensuring continuity of stock at all times
- Responsible for ensuring excellent customer service at all times in line with company standards
- Cash control and cash reconciliation
- Responsible for managing high standards of housekeeping throughout the site
- Responsible for completion of all required administrative duties

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.