



BATA

JOB SPECIFICATION

**Position: Part Time Forecourt
Operative - Helmsley Garage**

JOB ROLE PROFILE

Business Title:	Helmsley Garage
Job Title:	Forecourt Operative
Work Location:	Bondgate, Helmsley, York, YO62 5EZ
Job Type:	Part Time, 12 hours per week
Contract:	Permanent (six-month probation)

About Us

BATA was established as a farmers' cooperative in 1894 at Brandsby, North Yorkshire, 10 miles north of York. Today we are still an agricultural supply cooperative with 4,000 share members. We offer a wide range of products, including bulk and bagged animal feeds, pet foods, heating oil, LPG, timber, fencing, horse rugs, seeds or fertiliser, to name just a few.

About the Role

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.

Benefits

- Free onsite parking
- Employee discount
- Cycle to work scheme
- Company sick pay

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- Company pension
- Company events
- Performance related annual bonus

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

Here at the BATA Group equality, fairness and diversity are the foundation of our organisation. We are proud to be an equal opportunity employer who is fully committed to a policy of treating all its employees and job applicants equally. We value the differences that a diverse workforce brings to our organisation and encourage applications from everyone.

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.