



## Cashier

Contract:	Permanent, part time, including regular weekend working
Job Title:	Cashier
Department:	Administration
Responsible to:	Office Manager

### About Rosebourne

Rosebourne is setting a new benchmark by combining local produce and a table service restaurant with an exciting plant and gift offering. Rosebourne is distinct from virtually all competitors thanks to its focus on four key areas:

- Table service restaurant
- Fresh and locally sourced produce
- High quality plants
- Quality and unique gifts

Our restaurant is table service with a full menu with all food cooked fresh to order and the emphasis being on good quirky presentation using seasonal ingredients. Service is to table within 10 minutes of order and is attentive, friendly but informal in style. Our staff are the most memorable part of our guests' experience and inspire them to return and use us regularly rather than just for special occasions.

Our food hall is a full shopping experience including an in-store (concessioned) butchery with personal service counters as well as high quality value for money fresh self-selection. The food hall offers loose fruit and vegetables, ready to eat frozen meals, pastries, bakery, chilled dairy goods, alcohol, drinks, general grocery along with seasonal goods, sourced locally where ever possible.

We also stock a full range of high quality plants from bedding to shrubs and trees, and an impressive selection of pots and containers including terracotta, stone and glazed pots. In addition, there is a comprehensive range of composts, chemicals, tools and other garden sundries.

Our gift department has a selection of interesting and unusual gifts which constantly changes with the seasons so that our customers will always find something new and different.

## The Role

Primarily dealing with cashier tasks, this role will suit flexible and enthusiastic team players who are happy to support wherever needed and take on different and varying duties as the role develops.

The successful applicant/s must be confidential, conscientious, articulate and show the attention to detail required to fulfil the role. You will also be able to demonstrate your ability to self-motivate in order to organise and prioritise your workload. Duties will include:

- Reconciliation of cash / cheque / card payments
- Preparing floats
- Banking / ordering change
- Control of vouchers
- Investigating and reporting till variances
- Ensuring that all cash office procedures and controls are adhered to
- Analysis and reconciliation work
- Maintaining spreadsheets
- General administration and office tasks
- Assist with answering incoming calls for the store
- Passing customer feedback to management
- Attending staff meetings and relevant training courses
- Other duties as required within the department and wider store as required

## Person Specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Training will be provided, although some relevant experience would be beneficial.

	Essential	Desirable
Excellent IT skills, including proficient use of Excel	<input type="checkbox"/>	
Strong attention to detail	<input type="checkbox"/>	
Excellent numeracy and accuracy skills	<input type="checkbox"/>	
Methodical approach to tasks	<input type="checkbox"/>	
Ability to accurately interpret data	<input type="checkbox"/>	
Confidentiality	<input type="checkbox"/>	
Committed to providing excellent customer service	<input type="checkbox"/>	
Good communication skills	<input type="checkbox"/>	
Enthusiastic, approachable, polite and helpful manner	<input type="checkbox"/>	
Ability to remain calm and friendly when under pressure	<input type="checkbox"/>	
Ability to work with minimal supervision, and as part of a supportive team	<input type="checkbox"/>	
A good team player with a willingness to contribute fully and flexibly as part of the overall store team	<input type="checkbox"/>	
Reliable and trustworthy	<input type="checkbox"/>	
Good level of personal presentation	<input type="checkbox"/>	
Knowledge of working with EPOS systems in a retail environment		<input type="checkbox"/>

## **Our Philosophy**

The Rosebourne Philosophy is based on a fundamental determination to be successful and the belief that achieving this brings satisfaction to all involved in the Company.

Success will encompass generating sufficient profits to ensure the on-going development of the company, to reward the team and to give a good return to shareholders for their continued investment. Profitability will be monitored and controlled with feedback to the teams to encourage understanding and commitment.

Rosebourne will be recognised by consumers as the leading value driven company in table service restaurants, and food, gift and garden retailing markets offering quality, ideas, and high standards. Our staff will be in tune with customers and react to their needs by providing a professional service.

Attention to detail in terms of the appearance of our staff, friendliness of their approach, their enthusiasm and willingness to oblige, professionalism and the honesty and quality of their advice are key ingredients to success.

The Rosebourne Philosophy believes in the formation of a team, offering respect to each of the individuals, opportunities for them to grow their skills and abilities, letting them stand out, treating people as adults, whilst acknowledging the need for an underlying sense of humour and fun.

Rosebourne seeks to provide the facilities, environment, and training necessary to enable local management of profits, responsibility and business control. Throughout we will foster an atmosphere of enthusiasm, commitment, integrity, and friendship.

## **What we offer**

- Competitive rates of pay
- Generous staff discount
- Uniform provided
- Free parking
- Friendly and supportive management team
- The opportunity to be part of an exciting new venture with career progression and training opportunities
- Regular rota patterns

## **Store Opening Hours / Rota Schedule**

The store will be open every day apart from Christmas Day and Easter Sunday and to ensure we can deliver a consistently high quality shopping and eating experience for our customers seven days per week, employees will be required to work regular weekend days as part of their rota pattern.

Regular rota patterns will be offered at the point of offer so that everyone can plan their time off, although some flexibility will be required depending on business needs (any changes to your rota will be discussed with you in advance).

Rosebourne will operate very much as an overall team, therefore all employees may be required to assist in other areas of the store (e.g. tills and restaurant) as and when needed.