

## **JOB DESCRIPTION**

<b>Position:</b>	<b>CASHIER ASSISTANT</b>
<b>Department:</b>	<b>ADMINISTRATION</b>
<b>Responsible To:</b>	<b>The Chief Cashier or in their absence The Senior Cashiers or Assistant Guest Services &amp; Administration Manager.</b>
<b>Position Type:</b>	<b>SEASONAL</b>



Ref: ADM\_CAA\_S319

### ***What We're Looking For***

A highly numerate, organised and flexible person to join our cash processing team. Assisting the Chief Cashier and team ensuring all areas of the operation run in a professional and structured manner. This role is quite physical, you will spend a large proportion of time standing whilst carrying out tasks and some aspects of the role will involve manual handling. Security and confidentiality of all cash room processes must be of the highest priority at all times.

Additionally when required provide assistance to the Administration team with daily tasks including answering telephone calls and answering questions.

### ***What You'll Need***

- ✓ Previous cash handling/ processing experience desirable
- ✓ Highly numerate and accurate
- ✓ Ability to work in a pressurised environment, to deadlines when required
- ✓ Able to pass a Disclosure & Barring Service check
- ✓ Security conscious
- ✓ Flexible approach
- ✓ Effective communication skills at all levels
- ✓ Confident and polite telephone/ two-way radio manner (training will be provided)

### ***What You'll be Doing***

- ✓ Providing flexible cover to ensure continuity at all times, when cash room is in operation
- ✓ Carrying out all related duties and tasks as designated by Chief Cashier/ Senior Cashiers following processing procedures (making up floats, processing coin, recording and balancing of tills).
- ✓ Individually responsible for ensuring security procedures are adhered to and that there is controlled access to the Cash Room
- ✓ Reporting any discrepancies to the appropriate Departmental Management Teams
- ✓ Assisting with any required audits of Cash Room and its systems
- ✓ Completing external "spot check" audits of tills/cash taking areas on regular basis, as required
- ✓ Undertake any Administration tasks as required by the Central Services Manager or Administration Management Team to assist with the smooth running of the Administration Centre

### ***When You'll Be Doing It***

- ✓ This is a seasonal position where you'll be predominantly working weekends and some weekdays, including school and bank holidays. Hours will be rostered in advance and vary dependent on the time of year. Flexibility is required in order to meet peak and off peak demands of the business.

### ***What You'll Get***

- ✓ Branded Uniform (varies by job role/ department). In addition, any items you wear should be smart and appropriate. It is your responsibility to keep all items clean, laundered and presentable at all times.
- ✓ Complimentary staff tickets.
- ✓ Discounted tickets to Christmas at Paultons.
- ✓ 25% discount across retail outlets whilst on duty.
- ✓ Free Parking.
- ✓ Auto enrollment to a pension (subject to qualifying criteria).
- ✓ Subsidised food and free drinks.
- ✓ Hourly wage paid weekly.