

Job Specification

Job Title Sales Assistant/Till Operator

Location: The Shop
The Gardener's Garden Centre
Rushmore Hill, Knockholt, Kent

Type: Permanent, Part Time
Starting as soon as possible

Coolings Nurseries
Rushmore Hill, Knockholt,
Sevenoaks, Kent,
TN14 7NN
Tel: 01959 532269
Email: coolings@coolings.co.uk
Web: www.coolings.co.uk

Days/Hours: 22.5 hours per week
Ideally Saturdays, Sundays and one midweek day being Wednesday
9.00am – 5.00pm

Rate of Pay: NMW and NLW applies

Coolings Nurseries Ltd is a family-owned business, with two garden centres in Knockholt, Kent, one in Bearsted, Kent and one in Wych Cross near Forest Row, East Sussex. Across all four sites, we are dedicated to offering a unique and professional shopping experience for all our customers. All of us at Coolings take pride in offering excellent customer service.

We are looking for an enthusiastic person to join our shop team as a **Sales Assistant/Till Operator** based at The Gardener's Garden Centre in **Knockholt**. The role offers good variety, serving customers on the tills and meeting their needs. All of us at Coolings take pride in offering outstanding customer service and we are looking for like-minded people to join our friendly team. Previous retail or garden centre experience would be an advantage, but not essential as full training will be given.

Duties will include:

- Operating an EPOS till system and taking all forms of payment from customers
- Completing delivery notes as required
- Pricing up and putting out stock
- Maintaining a clean and pleasant entrance, car park and exit points
- Assisting customers with their purchases including packing and carrying to car if required
- Making sure there is an adequate supply of packing materials, trolleys and baskets
- Keeping the department clean and tidy at all times

Key Skills required for the role:

- Till trained an advantage but training will be given
- Ability to work on your own as well as part of a team
- Ability to provide high levels of customer service with a friendly and approachable demeanour
- Active and fairly fit

Uniform is provided

Own transport arrangements are **essential** as public transport is not reliable to Coolings

If you are interested in joining the team at Coolings, please apply with a copy of your cv and send to:

Jane Hopson, Office Manager
workforus@coolings.co.uk

Closing Date : Thursday 28 March 2024