



# Position Description

**Position Title:** Retail Payment Assistant  
**Department:** Finance  
**Location:** Head Office, Garforth  
**Reporting to:** Head Cashier  
**Working hours:** 48  
**Date Prepared:** 11/04/2024

CGC Event Caterers is a long established caterer with decades of experience in the hospitality industry. We operate at venues of all sizes and have exclusivity at prominent sporting, entertainment and cultural locations across the UK and is also the European Catering Division for ASM Global, the global leader in the delivery of live entertainment and events.

In the UK, we operate at the following venues:

- Eight Yorkshire Racecourses including the world famous York Racecourse
- Yorkshire Event Centre – Harrogate
- The Sun Pavilion – Harrogate
- Lincolnshire Epic Centre – Lincoln
- LNER Community Stadium – York
- Theatre Royal and Concert Hall – Nottingham

## **POSITION PURPOSE**

Assisting in the day-to-day cash and revenue operation requirements of the business, providing exceptional customer service as well as assisting with the company EPOS systems and payment terminals where required.

## **KEY RESPONSIBILITIES**

- Assist with fulfilling the physical cash and change requirements of our event operations.
- Operating as the restaurant cashier at various events.
- Ensure an accurate inventory of card terminals is maintained to help drive cashless transactions.
- Attend event days to oversee and carry out cashiering operations.
- Building & maintaining strong relationships with key members of other teams around the business.
- Carry out weekly safe checks, ensuring cashbook reconciliation is up to date and accurate.

## **PERSON SPECIFICATION**

- Excellent time management and organisational skills and ability to work well under pressure.
- High levels of accuracy and ability to problem solve.
- Possess relevant experience, preferably from within a retail or hospitality industry.
- The ability to work proactively and reactively and manage own workload.
- Advance Excel skills and a good knowledge of other IT systems.
- Strong interpersonal skills with a natural positivity, tenacity, energy, drive and ambition

## **BENEFITS**

- 25 days' holiday
- Life assurance
- Pension



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- Healthshield - Health cash plan
- Free on-site parking
- Colleague Assistance Programme
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## **GENERAL INFORMATION**

The requirements of the business are such that it is necessary to have a flexible approach and therefore some business-related travel to be able to work at our venues and operational sites will be required. Own transport is required as some of our venues are not always easily accessible by public transport. A contribution to mileage costs is provided. Frequent weekend working during the summer months will be an expectation.

To apply, please complete the [CGC Application Form](#) as soon as possible, noting the closing date is the 26<sup>th</sup> April. Good Luck!