



Position Description

Position Title: Cashier
Department: Finance
Location: Head Office, Garforth
Reporting to: Head Cashier
Working hours: 48
Date Prepared: 17/03/2024

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
- The Halls - Wolverhampton
- 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 onsite support for payment terminals to retail assistants.
- Attend event days to oversee and carry out cashiering operations.
- Balancing the cash register and generating reports for credit and debit sales.
- Ensure an accurate inventory of card terminals is maintained to help drive cashless transactions.
- Carry out weekly safe checks, ensuring cashbook reconciliation is up to date and accurate.

PERSON SPECIFICATION

- Previous experience working with cash and taking payments is essential.
- Excellent time management and organisational skills and ability to work well under pressure.
- High levels of accuracy and ability to problem solve.
- 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
- Healthshield - Health cash plan
- Free on-site parking



Position Description

- Colleague Assistance Programme
- Colleague Assistance Programme

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.