



Vat No 927 3348 11

# James Graven

Established 1860  
Incorporating James Retail Ltd and James Graven & Sons Ltd



Budgens

Company Reg No 624131

## Customer Service Assistants

### Job Role

To maintain the current high standards within the store, ensuring it stays a great place for both staff and customers. To ensure that all customers have a pleasant experience when shopping in our store and that they received the best service we can offer.

### Key Responsibilities

- Serving our customers, ensuring a prompt and friendly encounter
- Ensuring accurate transactions for all customers
- Balancing tills at the end of shifts
- Approving pump requests for the sale of fuel
- Ensure knowledge of current offers for customers
- Actively promote Nectar cards
- Comply with company Challenge 25 initiative and ID age restricted items
- Fill/face up store
- Keep eyes on forecourt and shop floor and report anything suspicious to the Shift Manager
- Ensure knowledge of the layout of the store

### TERMS

Saturday and Sunday 10.00 am – 7.00 pm (half hour lunch)

National Minimum Wage Paid  
Holiday entitlement of 28 days per year  
Closing date for applications is 19<sup>th</sup> May 2010.

Please send completed application forms to:

Sally Warner  
James Graven & Sons Ltd  
124 Bridge Street  
Chatteris  
PE16 6RN