



Job Description

Arcade General Assistant/Cashier

Role Profile	General Assistant
Service/Team	Seafront – Operations
Reports to	Arcade Manager
Responsible for	N/A
Number of posts	1
Post number	- - - - -
Career Grade	N/A

My job improves the quality of life for the people of Bournemouth and Poole by...

Supporting the Pier Arcade team in the delivery of quality services and driving income opportunities for the visitors and residents of the resort.

Job Overview

To support the day to day operation of the Pier Amusements team.

Key Responsibilities

- To be responsible for Cash Floats and issuing the correct change to customers.
- Ensuring that counterfeit notes and coins are identified.
- To deliver excellent customer service.
- To assist in the cleaning of the machines and the Arcade area.
- Monitor the Arcade and report and fraudulent or unsociable activity to the duty manager.
- Ensure all statutory requirements, including Health & Safety policies, are adhered to.
- Re-stocking of Arcade Machine
- Assist Senior staff members in the servicing and maintenance of Arcade Machines

Specific Qualifications and Experience

- Experience of working within a team.
- Experience of using Microsoft Word, Excel and Teams
- Experience of delivering customer service

Personal Qualities & Attributes

- Numerate
- Able to build effective relationships with team members
- Have a keen eye for detail

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

February 2018



Job Requirements

- Must be willing to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
- Flexible working – 5 in 7 days, work over major festivals (e.g. Bournemouth Air Festival) and Bank Holidays. No annual leave can be taken during the months of June July and August.

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Marked as CONTROLLED - INTERNAL



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