

JOB DESCRIPTION

Job Title: Simulator Operator / Retail Assistant Cosford

Employer: Royal Air Force Museum Enterprises Ltd

Responsible to: Retail Manager through the Retail Supervisor

Accountabilities

1. To operate the simulators and 4D Experience.
2. To carry out the sales of retail goods in the Museum Shop.

Job Functions

1. Operating the simulator, 4D Experience and associated tills, plus ensuring all health and safety regulations are adhered to.
2. Maximising simulator and 4D revenue by actively promoting the rides and ensuring the simulator and 4D operate at the appropriate times.
3. Quickly reporting any simulator and 4D running issues to the relevant people.
4. Handling the sale of goods over the counter by operating tills using the Sage MMS stock control file.
5. Maintaining all aspects of customer service.
6. Assisting to get stock ready to be put on shop floor (i.e. priced, security tagged) and then putting out on the shop floor.
7. With the guidance of the management team, ensuring that displays and merchandising standards are continually maintained.
8. Ensuring the shop is always clean and tidy.
9. Regular stock counts to maintain accurate stock levels at all times.
10. Ensuring security and health and safety regulations are adhered to at all times.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Company to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible the Company reserves the right to make reasonable changes after consultation.

Requirements

1. Proven track record in retail sales.
2. Excellent public relations and communication skills.
3. A positive self-starter.
4. Able to deliver quality customer service.
5. Friendly and able to work as part of a team.
6. Reliable and punctual.
7. Accuracy.
8. Honest.
9. Flexible.