



## Carlisle United FC

**Position** – Blues Store Retail Assistants (Part Time)

Carlisle United Football Club are recruiting for experienced Retail Assistants in our busy Blues Store. These positions are permanent positions covering shifts on a rota with approximately 20-30 hours a week, including a Saturday. The position is based at the Blues Store at Brunton Park and includes working Tuesday evenings when there are home matches.

### **Main roles and responsibilities –**

- Serving customers in a confident and friendly manner both in person and on the telephone.
- Provide a high level of customer service to all visitors to the shop.
- Assist with merchandise displays and rotation.
- Ensure stock is maintained on shop floor and stock records are kept accordingly.
- Use of computerised software to operate till and back-office systems.
- Operation of till and POS system.
- Daily cash reconciliation and reporting.

### **Personal requirements –**

- Must have retail experience.
- Good computer skills including Microsoft Word, Excel and Outlook.
- Experience using a POS till system.
- Experience working in a customer service environment.
- Planning and organisational skills.
- Confident and enthusiastic personality.
- Ability to work on own initiative or within a team.

The position is salaried and will be dependent upon experience.

### **How to apply –**

Please send a covering letter and your CV for the attention of Stef Mclean by email to [stef.mclean@carlisleunited.co.uk](mailto:stef.mclean@carlisleunited.co.uk) or by post to – Carlisle United FC, Brunton Park, Warwick Road, Carlisle, CA1 1LL.

Closing date is Friday 4 August 2023.