

Role Description

Retail Assistant, Southend Tennis Centre

Reports to

Property Portfolio Manager

Position

Casual

Role Purpose

The Retail Assistant is responsible for the day to day operations and customer service of the Southend Tennis Centre Clubhouse.

Responsibilities

- Assist with general enquiries
- Enter in court bookings from the general public
- Help coaches taking equipment to and from courts
- Open up and lock up centre
- Take card and cash payments

Other Skills and Attributes

- Fully embrace and support the Christian ethos of Meriden as an independent Anglican School;
- Loyalty to the School and the Principal;
- Have a personal appearance and demeanour which represents the School in a positive way;
- Ability to work as part of a team and individually as required;
- Understanding of work health and safety, and implement good practices in their role