

## **EPOS Operations Assistant – Levy Restaurants UK at Ricoh Arena, Coventry**

**Competitive salary + excellent benefits scheme**

### **Full-time**

We have an exciting opportunity to join our team with Levy Restaurants UK at Ricoh Arena. With 700+ events hosted here each year including: premiership and European rugby matches; netball and football matches; concerts; exhibitions and conferences the Ricoh Arena is a thriving events complex. As service partner to Ricoh Arena, Levy Restaurants UK provides market leading, quality dining experiences and other services for guests throughout the venue.

We are seeking an energetic and enthusiastic EPOS Operations Assistant to join our team. This is an excellent opportunity for a person with a keen technical eye who is seeking a role that includes both strong operational and commercial aspects.

### **Main Purpose of the Role**

Reporting to the Arena Operations Team the EPOS Operations Assistant will support the Retail, Bars and Hotel functions in delivery of a till system that accurately and efficiently supports their activities. Taking responsibility for updating and maintaining the computerised EPOS system, installing and removing tills and associated equipment this role is at the heart of our successful cash operation. The EPOS Operation Assistant will also be responsible for creating and presenting cash take and similar commercial reports.

**You achieve this by** developing great working relationships across all departments to provide information, systems and equipment that allows for accurate and efficient cash sales to take place throughout the venue.

### **Key Areas of Responsibility**

- Installation, removal and storage of tills and associated equipment
- Updating and maintaining the EPOS system with relevant menu and pricing options
- Creation and analysis of regular revenue and stock reports
- Reporting of trends and opportunities based on regular revenue and stock reports
- Implementation of new processes, innovations and training to improve service and performance
- Troubleshooting of EPOS systems and equipment as required

### **The successful candidate**

To be successful in gaining this role you must have / be:

- Fully computer literate including use of MS office programs
- Excellent written and verbal communication skills
- Good understanding of computer programs and basic networking

It would also be advantageous if you have:

- Experience of managing and maintaining EPOS systems  
In particular if experience using Verteda EPOS system

### **What we offer**

In addition to competitive salary, 28 days paid leave per annum and the opportunity to work with the world's largest catering and facilities management companies in a truly exciting arena complex we offer an excellent, comprehensive benefits scheme.

This includes: 2 complimentary season tickets to Wasps rugby home fixtures; priority access and discounted rates to other selected events at Ricoh Arena; corporate pricing at Merlin Entertainment venues and much more through our Perks at Work corporate benefits program.

To apply for this role please email a copy of your CV and a Covering Letter to [jobs@ricoharena.co.uk](mailto:jobs@ricoharena.co.uk)

**Application closing date: 1<sup>st</sup> September 2017**