

DRAFT RECRUITMENT ADVERTISEMENT

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| FACULTY | Estates and Facilities Management | DEPARTMENT | Support Services Catering |
| CAMPUS | George | GRADE | 14 |
| POSITION | 2x Cashiers | REF NUMBER (POST CODE) | 3358 and 3362 |

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| (Indicate if the position is permanent OR contract (if contract, specify the relevant contract period) | | | | | | | | |
| **PERMANENT**  **(mark adjacent block with X)** | **x** | | **CONTRACT PERIOD**  **(indicate period)** | | |  | | |
| (Indicate if the position is full-time OR part-time. IWCs are not included in this template – please contact your HRC for the relevant form.) | | | | | | | | |
| **FULL-TIME** | **x** | | **PART-TIME (5/8)** | | |  | | |
| (Indicate if the position is to be advertised internally only (NMMU Staff portal)/ externally (NMMU staff portal & printed media as selected below) | | | | | | | | |
| **INTERNAL**  **(mark adjacent block with X)** | **x** | | **EXTERNAL**  **(mark adjacent block with X)** | | |  | | |
| Media to be used for advertising for advertising externally (mark ONE adjacent block with an X) | | | | | | | | |
| **EP HERALD** | **x** | | **GEORGE HERALD** | | | **x** | | |
| **SUNDAY TIMES** |  | | **MAIL & GUARDIAN** | | |  | | |
| **OTHER** (specify eg electronic newsletter) |  | | | | | | | |
| **Disclaimer:**  *In accordance with the HR Recruitment Policy, HR will only pay for* ***full*** *advertisements for post levels P1-5 (and P6 on motivation), and place one-liner advertisements for other post levels. Advertisements will be placed in the EP Herald (post levels 9 – 18) and the Sunday Times Careers (post levels 1 – 8), informing individuals that full advertisements are available on the NMMU website.*  *Should faculties/directorates wish to place full ads in the above-mentioned or other media for, it will be for their own account\* (****except*** *for positions on P1-5). In such cases, secretaries need to obtain order numbers and forward these to both HR Consultants and the Branding Section for record purposes.*  *IWCs – Deans/Directors to directly liaise with Branding Section (HR Consultants only to place ads on the web)* | | | | | | | | |
| **ONE LINER**  **(mark adjacent block with X)** | **x** | | | **FULL ADVERT**  **(mark adjacent block with X)** | | | |  |
| Indicate if the position is to be paid by (1) Human Resources or (2) a combination\* of HR & the recruiting department (applicable where full adverts are requested for P5-18 (the difference of the full advertisement will be for the recruiting department’s cost) or where additional media is requested eg placement in the Herald & Sunday Times.) Payment must be made using the Post Code as a reference number; proof of transfer/ payment and the relevant cost centre must be provided to HR. | | | | | | | | |
| 1. **HUMAN RESOURCES – full costs**   **(mark adjacent block with X)** | | **x** | | | | | | |
| 1. **COMBINATION – partial costs**   **(mark adjacent block with X)** | |  | | | **COST CENTRE** | |  | |

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| CORE PURPOSE OF JOB |
| Provide a welcoming, professional and customer-focused cashier service ensuring accurate account of cash, payments and orders |

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| KEY PERFORMANCE AREAS | | |
| Cash Management, Provide a professional customer experience, Stock Administration and Ad-hoc Duties, Compliance to food safety and health and safety requirements, | | |
| **CORE COMPETENCIES** | |
| * Basic computer skills * Customer service orientation * Interpersonal skills * Ability to work under pressure * Accuracy * Attention to detail * Communication and Initiative | |
| REQUIREMENTS | |
| Grade 12  2-3 years cashier experience  1-2 years in a customer services environment. | |
| ADDITIONAL INFORMATION e.g. contact person and telephone number, e-mail; etc. **CLOSING DATE FOR APPLICATIONS:** | |
| Catering Manager: Wilma Windwaai 044 801 5032 | |
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| **SIGNATURE: HEAD OF DEPARTMENT** | **DATE** |
|  |  |
| **SIGNATURE: DEAN/ DIRECTOR/ REGISTRAR** | **DATE** |
|  |  |
| **SIGNATURE: EXECUTIVE DIRECTOR HR** | **DATE** |