

PORTFOLIO OF RECRUITMENT DOCUMENTS

PART 1: Research into a range of job roles available at Tesco

To gain a better understanding of the roles available at Tesco, I have carried out research into all the different types of jobs and have gathered evidence of this below.

1. Express Duty Manager – Dorking

<http://www.tesco-careers.com/JobDetails/152730.aspx>

Express Deputy Manager	Key Information
	Hours: Variable Salary: Competitive Location: Dorking RH4 1QD United Kingdom Apply By: 14/10/2016

About The Job

Tesco: Dorking Express

Contract: Permanent / Temporary

Shift Pattern: Varies from day to day but is planned in advance

Main Responsibilities

Training the best people for your team, ensuring they have the capability to deliver above and beyond in their role by developing their operational and leadership skills.

Taking on full accountability for making sure standards and service are right for customers throughout our store, when the Store Manager is not in. Using expertise and knowledge to identify opportunities which will improve the stores performance while engaging and supporting your team to deliver these.

Delivering and sustaining all Business Plan and resource planned activities ensuring that hours are worked when and where these would most benefit to customers, and to identify and resolve root cause issues, with sustainable solutions and continual reviews.

Managing all Stock and Cash routines as well as Waste routine and targets ensuring correct handling, rotation and storage procedures of products are followed.

Maintain a legally compliant Store and make a safer place to work for your colleagues, ensuring all relevant checks are completed.

Ideal Candidate

You are a great communicator who will share knowledge, experience and best practices, creating a team spirit across the store.

You are natural and welcoming with customers, putting them at the heart of whatever you do. You take the time to listen and understand others, building strong relationships with your colleagues and customers.

You act quickly, making decisions based on what is right for customers and colleagues. In a Convenience store you will thrive on the constant changing environment and are at your best when delivering this.

You have energy and drive to deliver beyond expectation. You do the right thing whether everything is going well or times are tough, and know how to consistently be at your best.

You are always looking for ways to improve your store, sharing ideas, putting them into action and encouraging colleagues to do the same.

This is an in store, managerial, permanent role that would require previous experience as you would be in charge of managing other staff in the store and making sure the store runs smoothly each day. I would not be able to apply for this job yet as I do not have the right experience but it is good to see the progression opportunities in the business

2. Festive Colleague

Festive Colleague - Nights - Part Time - Guildford

Key Information

Hours: Various
Salary: Competitive
Location: Guildford GU2 7UN
United Kingdom
Apply By: 24/10/2016

About The Job

Festive Colleagues will have the opportunity to experience working across a variety of departments.

If you have previous retail experience you can build on this whilst on the job training is provided so you can learn new skills.

When you attend your interview you'll be given more detail on the different shifts that are available to work around your family and lifestyle commitments.

Note: Due to Health and Safety, this role requires you to be 18 or over

Main Responsibilities

The Customer is at the heart of everything we do.

You and your colleagues will help to ensure:

Customers get the finest shopping journey

Customers are always able to get the products they need

Customers are excited by our promotions and find our aisles welcoming

Customers leave our store feeling valued and satisfied.

Whether you are looking for flexibility to suit your lifestyle or the opportunity to progress your career, this can be the role for you.

Ideal Candidate

The ideal Festive Colleagues will be:

Fanatical about Service

Enjoys serving customers

Love to Work as part of a team that go the extra mile

Is helpful & friendly

This is a seasonal vacancy and would be open to people who do and do not have experience. You would be working wherever you were needed in the store to help them keep up with Christmas demand. This is the type of job I would be suitable for because it is entry level and I would not need to have previous experience and I will be 18 by Christmas.

3. Warehouse Operative

You will need

Whilst being ready to roll up your sleeves and do what's needed to put our customers at the heart of everything we do, as part of the One Stop & Tesco family, you'll need to:

- Be passionate able delivering great customer service
- Be friendly, approachable and reliable in your work
- Have the ability to adapt to a fast-paced environment
- Make sure our products reach the right stores, on time and in great condition
- Play your part in making sure customers can buy the product they want when they want
- Ideally have experience of working within a warehouse environment but this is not essential

About us

At One Stop we value our colleagues just as much as our customers, and part of this is the benefits we offer:

- 10% Discount in One Stop & Tesco stores
- Discounted Tesco pharmacy services
- Discounted shopping website
- Childcare Vouchers
- A great holiday package
- A commitment to your career development
- Community involvement and charity work
- A great induction into One Stop

One Stop is a subsidiary of Tesco group but is operated as a separate business and as such benefits offered will differ between One Stop and Tesco.

Due to health and safety reasons applicants must be 18 years or over.

What's in it for you

Etc,