



SIK YUEN LIMITED

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Job Description

Job Title Caddy Boy/Girl
Reporting to Retail Operations Supervisor
Purpose Provide positive customer service through assisting customers in their shopping experience.

Principal Accountabilities

- Greet customers and help them to bag/pack their purchases
- Carry purchases for customers as required
- Stow away shopping baskets/trolleys
- Clean baskets and trolleys
- Return to respective sections products left by customers near checkout area.
- When assigned to “consigne”, ensure its smooth running by properly stowing belongings of customers, handling returned bottles by following applicable procedures.
- Assist floor supervisor in opening and closing procedures by performing manual tasks.
- Ensure empty boxes are readily available for customers to pack their purchases.
- Effect other relevant tasks as assigned by Floor Supervisor

Experience and Skills

- Primary education
- Polite and courteous
- Good customer service
- Honest and trustworthy