

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Florist

Classification: Retail Sales and Customer

Ref: 13,037

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working in a shop that prepares floral arrangements.

Key Tasks: Student will do a certain amount of observation then with training and under supervision may do simple tasks to assist staff. Some tasks may include answering the telephone, taking orders from customers, putting together floral arrangements, preparing boxes for despatch, and making deliveries.

Requirements: A keen interest in this area of work. Reasonable communication skills.

Clothing: Casual but tidy

Working Hours: 9am - 5pm Monday to Friday

Meal Breaks: Half an hour for lunch. Lunch breaks may be unsupervised.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.EQUIPMENT & MACHINERY:-CHEMICALS & FLAMMABLE MATERIALS:-Student will not come into contact with hazardous machinery or chemicals.SLIPS, TRIPS & FALLS:-Student will not work at heights.CHILD PROTECTION ISSUES:-Student may work/travel on a one to one basis with staff.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L