

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Retail Sales Assistant (Clothing)

**Classification:** Retail Sales and Customer

**Ref:** 13,086

**Aims & Objectives:** To develop key skills through the experience of work. To gain an insight into working in a retail clothes store.

**Key Tasks:** Student may do a certain amount of observation then with training and under supervision may do simple tasks such as security tagging and size tagging newly received stock, tidying and replenishing stock on the rails, ordering stock, assisting staff at the till, generally assisting customers and general cleaning which is shared by all staff. It may be possible for students to assist with window dressing if interested.

**Requirements:** Honest and punctual. Outgoing personality with confidence to deal with customers. Must have a love of the fashion industry and a genuine interest in current trends.

**Clothing:** Smart casual.

**Working Hours:** Monday - Friday 10am - 6pm (Max 37 hours permitted)

**Meal Breaks:** 1 hour lunch break which may be taken off premises. Bring own lunch.

**Interview Required:** Y

**Student to Arrange:** Y

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

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**Employer's Health & Safety Risk Assessment:**

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Students will be supervised at all times

Students will be taken through the Next Company induction talk/tour/video

WORKPLACE SPECIFIC HAZARDS:-Students will be instructed in all details of the Next Company health & safety policies

LIFTING & MANUAL HANDING:-Students will receive training for lifting/handling work

SLIPS, TRIPS & FALLS:-Students will not work at heights

**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**