

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Retail Sales Assistant (Food)

Classification: Retail Sales and Customer Services

Ref: 13,089

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into all aspects of retail management within the retail environment.

Key Tasks: Student will do a certain amount of observation and with training and under supervision may do simple tasks. Student will be given an overview of store and stock management. (Till training will not be given) Duties may include filling shelves and tidying the shop floor to maintain adequate displays, gaining an integral knowledge of customer service in all areas of the shop floor, pricing and display of goods and assisting customers. You will be offered the opportunity to work in different departments or shadow department managers.

Requirements: Student must be keen, reliable, co-operative, able to follow direction and work on own initiative, have common sense and have a genuine interest in this area of work. Student must be clean and hygienic and of smart appearance.

Clothing: White shirt and black trousers or skirt with black, comfortable non slip shoes.

Working Hours: 7am-6pm (shifts operate so discuss hours at informal meeting) Monday to Friday - can be flexible (max 37 hrs)

Meal Breaks: 1 hour lunch break and breaks am/pm - staff canteen, hot lunch provided. (May be taken off site if wanted)

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 dangerous chemicals or hazardous machinery. Student may come into contact with mild cleaning fluids.
PERSONAL PROTECTIVE EQUIPMENT:-Personal protective clothing and equipment will be provided.
LIFTING & MANUAL HANDLING:-Safe handling and lifting procedures will be taught.
WORKPLACE SPECIFIC HAZARDS:-Student will be taught safe knife use and be supervised very closely if working in butchery/wet fish.
SLIPS, TRIPS & FALLS:-Student will not work at heights.
ELECTRICITY:-Safe use of electrical items to be shown.
COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.

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