

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Warehouse Stores Assistant

**Classification:** Retail Sales and Customer

**Ref:** 13,094

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

**Key Tasks:** Students will shadow trained staff, then after basic training and under supervision they may do simple tasks around the shop such as checking delivery notes, filling shelves and tidying shop floor, maintaining adequate displays, pricing and display of goods, assisting and serving customers. Students may prefer to work in the warehouse MAKE THIS KNOWN ON YOUR APPLICATION FORM warehouse work will be checking in new stock and putting goods away.

**Requirements:** Students must be honest, reliable and punctual. Students must be keen on this line of work and show common sense and initiative. Good communication skills and must be smart and presentable. Warehouse workers need to be prepared to lift items (but trolleys and forklifts take care of the heavy goods)

**Clothing:** Sweatshirt and fleece provided. Warehouse workers will need steel toe capped boots. Boots can be borrowed from Careers Guernsey on deposit- tel: 706567.

**Working Hours:** 9 - 5pm Monday to Friday (max 37 hrs)

**Meal Breaks:** 30 minutes minimum- discuss at interview. Bring packed 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:-Student will be supervised at all timesEQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-:Students will not use any hazardous machinery or handle chemicals of any sort.PERSONAL PROTECTIVE EQUIPMENT:-Steel toe capped boots must be worn in the warehouse.LIFTING & MANUAL HANDING:-Safe manual handling will be shown, students must not lift beyond their capabilitiesWORKPLACE SPECIFIC HAZARDS:-Students working in the warehouse must be alert at all times for moving vehicles/ fork lifts etc.Students are not permitted to use fork liftsSLIPS, TRIPS & FALLS:-Students must not work at heights (movable steps with hand rails that lock in position are permitted)COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.ELECTRICITY:-Safe use of electrical items to be shown.

**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**