

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Framing and Sales Assistant

Classification: Retail Sales and Customer

Ref: 50,004

Aims & Objectives: To develop key skills through the experience of work
To gain an insight into working in an art gallery/framers.

Key Tasks:

Students will do a certain amount of observation/shadowing then after training may assist trained staff. Duties may include answering telephone, assisting customers with queries/sales, assisting staff with stock movement/display etc., helping to keep gallery clean and tidy. Students may also have the opportunity of assisting in framing paintings and photos.

Requirements:

Genuinely interested in this type of career.
Must have an interest in people, an interest in display work and art is essential.
Students should be fit and healthy as there is a degree of lifting/handling to this area of work
Should be confident and presentable

Clothing: Smart casual.

Working Hours: Maximum 37 Hours. 9am – 5pm (student may be unsupervised during lunch breaks)

Meal Breaks: One hour for lunch which can be taken off premises.

Interview Required: Y

Student to Arrange: N

Notes: Student to make contact with employer to arrange an informal interview prior to placement.

Employer's Health & Safety Risk Assessment:

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

LIFTING & MANUAL HANDLING: Students will be given training in lifting and handling

SLIPS, TRIPS & FALLS: Students will not work at heights care on stairs

CHEMICALS & FLAMMABLE MATERIALS: Students will not have any contact with hazardous machinery/chemicals

EQUIPMENT & MACHINERY: Students will be given training before using any form of knife/blade for cutting purposes

CHILD PROTECTION ISSUES: Student will be permitted to go between shops /framers unaccompanied

ELECTRICITY: Safe use of electrical items to be shown.

WORKPLACE SPECIFIC HAZARDS: Sharp Stanley knives used in framing pictures.

PERSONAL PROTECTIVE EQUIPMENT:- Gloves for handling glass.

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