

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Art Gallery and Retail

Classification: Retail Sales and Customer

Ref: 50,023

Aims & Objectives: To develop key skills through the experience of work.
To gain insight into working within an art gallery. (Some also offer party venues)

Key Tasks: Student will do a certain amount of observation then with training and under supervision may do various tasks which may include serving customers, using the till and handling cash. Evening classes and parties are held at some venues.

Requirements: Should have common sense, confidence and initiative with a genuine interest in artistic work.
Must be literate and numerate, honest and trustworthy
Should be able to communicate well with customers and be comfortable working in a small team.

Clothing: Dress is casual.

Working Hours: Monday to Friday 10am 4pm but if attending an evening party may have an afternoon off in lieu.(Maximum37 hours per week)

Meal Breaks: 1 hour lunch break which may be taken off site .

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an informal chat prior to placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times.

LIFTING & MANUAL HANDLING: Safe lifting and handling will be shown.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with chemicals.

SLIPS, TRIPS & FALLS: Care to be taken on stairs. Students will not be working at heights on this placement.

CHILD PROTECTION ISSUES: Denys has been police checked.

ELECTRICITY: Safe use of electrical items to be shown.

WORKPLACE SPECIFIC HAZARDS: A domestic iron may be used.

PERSONAL PROTECTIVE EQUIPMENT: Aprons and disposable gloves.

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