

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Delivery Assistant

Classification: Goods Transport and Logistics

Ref: 50,035

Aims & Objectives: To develop key skills through the experience of work.
Insight into working as a delivery assistant.

Key Tasks:

Students will do a certain amount of observation then with training and under supervision may do basic tasks which may include checking deliveries against invoices, putting stock away, preparing orders for delivery and carrying out deliveries.
Stock being handled will be depend on the company. May be required to undertake light cleaning duties.

Requirements: Student must have common sense, be capable of organising themselves, be confident and possess initiative.
Literate and numerate.

Clothing: Polo shirt will be provided. Student must look smart, wear smart jeans or casual trousers. A warm jacket is advisable.

Working Hours: Monday Friday 9am 2pm Maximum 37 Hours.

Meal Breaks: Half Hour Minimum. Discuss at interview. Bring a packed lunch.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an informal interview prior to 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 hazardous machinery/chemicals.

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

LIFTING & MANUAL HANDLING:-Safe manual handling to be shown as required, student must not lift more than they are capable of.

PERSONAL PROTECTIVE EQUIPMENT:-Personal protective equipment / clothing such as disposable gloves will be provided for spillages etc.

CHILD PROTECTION ISSUES:-Student will be working with 2 men in a 3 seater van on deliveries .

ELECTRICITY:-Safe use of electrical items to be shown.

WORKPLACE SPECIFIC HAZARDS:-Moving vehicles and care not to roll delivery cages over feet.

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: M