

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Tourism Assistant

Classification: Leisure & Travel Services

Ref: 50,052

Aims & Objectives: To develop key skills through the experience of work
To gain an understanding of the working environment in the Guernsey Information Centre.

Key Tasks: Students will do a certain amount of observation/shadowing, then after training and under supervision (at all times) may assist trained staff with basic tasks such as general office based tasks such as computer work, photocopying, filing and any other work necessary within this department

Requirements: Students should be able to use initiative and apply themselves to work they are given
Students must have a reasonable standard of education, particularly English
Students should be punctual and reliable

Clothing: Smart skirt/trousers and ties for boys

Working Hours: Monday to Friday 8..45am 5.00pm

Meal Breaks: Bring or buy own lunch, kitchen facilities lunchtimes may be unsupervised

Interview Required: Y

Student to Arrange: Y

Notes: Student to phone and arrange an informal chat with Manager about what they will do

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student will be trained and supervised at all times.

EQUIPMENT & MACHINERY: CHEMICALS & FLAMMABLE MATERIALS: Student will have no contact with hazardous machinery/chemicals

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

LIFTING & MANUAL HANDLING: Safe lifting and handling will be shown as required CHILD PROTECTION ISSUES:-

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