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| **PROVIDER:** | **A Retail Store**  428A Carmunnock Road  Glasgow  G44 5EH | | **CONTACT: Mr Store Manager**  Manager  **Tel: 01234**  **Mobile: 56789**  **Email:** email address@email address |
| **Placement title** | | Store Assistant (58) | |
| **Placement details:** | | You could be:   * learning about the products sold within the store and keeping items restocked * discussing what the customer wants and showing what the shop has in stock * taking orders for things which are out of stock * working out the total price and taking cash, card or voucher payments * operating the till which may be computerised with a barcode scanner * removing security tags and wrapping up goods for customers * displaying the goods on the shelves and in the window * dealing with complaints. | |
| **Opening Hours:** | | Monday to Friday 10am - 3pm | |
| **Lunch:** | | Lunch can be provided by the employer if required. You can bring your own packed lunch if you prefer, or there are shops nearby where you can buy your own lunch. | |
| **Dress requirements:** | | You are working with the public so must be neatly presented. Black trousers and flat shoes as you will be on your feet for a lot of the day. You’ll be given a company polo shirt. | |
| **Provider’s comments/**  **requirements:** | | You will be keen to work with customers and be pleasant and courteous to them. | |
| **Provider’s hazard identification:** | | Manual Handling (lifting/carrying/pushing/pulling) | |
| **Provider’s control measures:** | | Instruction. Young person prohibited from lifting anything too heavy or awkward.  Young person not permitted to lift heavy items | |
| **Provider’s personal protective equipment required:** | | Nothing required for this role. | |
| **Local authority health, safety & welfare notes:** | | Young person to be given an induction on arrival, which must cover emergency procedures.  Young person to be supervised at all reasonable times, and especially when processing any transactions at the till. | |