

Vacancy Newsletter

9th October 2020

east lothian
works

Role: Store Team Member
Company: Home Bargains
Location: Musselburgh

Job Introduction

- Our Store Team Members deliver outstanding customer service by greeting customers, assisting with product queries and providing a prompt service with a smile.
- Store Team Members at Home Bargains cover a range of store duties including customer service, stock replenishment, cash handling and helping to maintain excellent store standards.

Job Overview

- Candidates will be hardworking, enjoy working in a retail store and have experience of cash handling and processing deliveries.
- Successful candidates are provided with on-the-job training and gain essential transferable retail skills.

Minimum Criteria to Apply

- Demonstrate a good understanding of customer service
- Experience of cash handling and working in a retail environment
- Experience of manual handling and stock replenishment
- Hardworking and reliable
- Polite and professional

For applications to be considered, applicants are required to have a complete and up-to-date Home Bargains Careers Centre profile and to respond to the job application questionnaire when prompted.

Applicants that are invited to attend a face-to-face interview must present original documentation demonstrating their eligibility to work in the UK, along with other specified documents.

Please note, as we expect to receive a high volume of applications for this vacancy, you are advised to submit your fully completed application at the earliest opportunity, as the closing date may be brought forward.

Package

- This is a fixed term contract for up to 12 weeks.
- Staff uniform
- 10% store discount
- Store Team Member rates of pay are dependent on age, and range from £5.93 per hour for 16-17 year olds, £7.55 per hour for 18-20 year olds, £8.97 per hour for 21-24 and £9.22 per hour for those 25 and over.
- Available contracted hours are 16 per week

<https://jobs.homebargains.co.uk/detail/9161/store-team-member-olivebank-retail-park--newhailes-road--musselburgh>

Role: Assistant for Pet Department
Company: Dunbar Garden Centre
Location: Dunbar

The Role:

- Assisting and advising customers.
- Ensuring a high standard of animal care and welfare.
- Shelf filling, displaying goods and merchandising.
- Maintaining a high standard of tidiness and cleanliness.
- Covering multiple departments as required by business needs.

You Will Have:

- A positive attitude and good with people.
- Good literacy and numeracy.
- A high degree of physical fitness.
- High standards and attention to detail.
- The ability to follow verbal and written instruction.
- The ability to instruct junior or less experienced colleagues.
- Effective communication skills for customers and colleagues.

More Information:

Retail experience and City & Guilds Level 3 or equivalent animal care qualification is preferred. If you don't have the equivalent qualification, then you must be willing to undertake the training. This is a part time position, averaging 32 hours per week over a 14 day rota, hours ranging from 8am to 6pm. A full UK driving licence and a counterbalance forklift licence is not essential but would be an advantage.

Reference ID: DGC - Pets

Job Types: Part-time, Permanent

Benefits:

- Discounted or free food
- Employee discount
- On-site parking
- Store discounts

Schedule: Day shift, Monday to Friday and Weekends

To Apply:

Send covering letter and CV with employment history, including dates and salary to Nick Donaghey, Dunbar Garden Centre, Spott Road, Dunbar EH42 1BF

Role: Support Workers
Company: Autism Initiatives
Location: Musselburgh and Prestonpans, East Lothian

East Lothian Housing Support Services - Prestonpans & Musselburgh

Full-time, Part-time and Relief opportunities available

£20,358 - £21,376 p.a. pro rata (based on 39 hours per week) / £10 per hour for Relief

We are looking for resilient and friendly Support Workers to join a team working alongside autistic people encouraging them to live as independently as possible. As a Support Worker you will promote positive health and well-being of the people that you support, enabling them to have a meaningful life and be involved in a range of activities.

In return, we will provide you with ongoing training and development, including supporting you to obtain your SVQ Level 3 qualification, if required. Given the nature of this role, successful applicants must register with the Protection of Vulnerable Groups (PVG) scheme and Scottish Social Services Council (SSSC) or equivalent regulatory body.

How do I apply?

To apply please visit our website, where you can view our application pack and complete our application form online: <https://autisminitiatives.org/careers/support-worker-east-lothian-housing-support-services>. If you require any support with the application process, or you wish to request an application form be sent to you, please contact Joanna Dickinson on 0131 551 7260

Role: Receptionist
Company: Randolph Hill Nursing Home
Location: North Berwick, East Lothian

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home's philosophy is to provide competent, skilled and empathetic individual care.

Job Purpose

- To ensure all visitors are treated in a friendly and helpful manner
- To reflect the high standards of the company in all aspects of work and personal appearance
- To ensure that all enquiries are dealt with in a professional way
- To assist the smooth running of the nursing home by communicating messages in a clear and concise manner
- To uphold residents' participation strategy
- To show loyalty to the company and respect confidentiality at all times
- To treat colleagues with respect and ensure teamwork is good

Main Duties & Responsibilities

- To answer the telephone and provide a high standard of service and assistance in a helpful way
- To report and record as appropriate all relevant information in a neat, tidy fashion
- To recognise regular visitors and welcome them by name, if appropriate
- To courteously check the identity of strangers, asking them to wait at reception, until a member of staff can help them
- To comply with company policies and procedures and adhere to safe working practices
- To attend regular staff meetings and training where appropriate
- To treat and use all equipment in a safe manner, keeping it clean and in good working order as per directions
- To adhere to company uniform policy
- To undertake any reasonable duties as directed by the manager, deputy manager or administrator, to ensure the smooth running of the home.

Salary: From £9.50 per hour, £7,904

Hours: 16 hours per week, Friday 9am-6pm, Saturday and Sunday 9am-2pm

<https://www.randolphhill.com/careers/part-time-receptionist>

Contact:
East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX
Tel: 01620 827262
Email: ELworks@eastlothian.gov.uk

