

# Vacancy Newsletter

27<sup>th</sup> November 2020

east lothian  
**works**

**Role:** General Operative  
**Company:** Glennon Brothers  
**Location:** Haddington, East Lothian

Windymains, part of Glennon Brothers which has been manufacturing high-quality timber products, now the premier name in the Irish and UK timber processing industry, is currently looking to recruit General Operators for a factory based in East Lothian.

Successful candidates will be working in many areas within the site, in teams fulfilling tasks associated with different parts of production process. This is a physically demanding role, therefore applicants considering this post should take it into the account.

Employees work mainly outside for most of a time.

Hours of work are 39 per week, with 1 guaranteed hour overtime each week.

**Paid breaks**

Shift Allowance: - 12% of hourly rate paid for contracted hours you are on shift. No SA paid if you are not on shift, and only paid for the first 39 hours.

**Week 1**

Monday to Friday 6am – 2pm  
Break 30 mins – 10am – 10-30am

**Week 2**

Monday – Thursday 2pm – 11pm  
Break 30 mins – 6- 6.30pm  
Friday 2pm – 6pm  
No Break

**Additionally, we offer:**

- PPE provided by company
- 29 days holiday – 2-week summer/ winter shut down. 2 days off at Easter.
- Company pension plan
- Staff discount on products
- Opportunities for growth within the business
- Long-term employment with increasing pay rates, depended on gained skills
- 9 months probationary period.

Any previous experience within timber environment would be advantages however it is not necessary.

Due to the site location own transport is preferred however from certain places, we do provide a minibus.

Salary: £10.00-£13.00 per hour  
Benefits: On-site parking

<https://www.indeed.co.uk/jobs?l=East%20Lothian&radius=15&fromage=3&vjk=e7970c9bd7>

**Role:** Customer Team Leader  
**Company:** Co-op  
**Location:** Prestonpans, East Lothian

Pay: £9.75 per hour & amazing benefits

Contract: 39 hours per week + regular overtime, full time, permanent

Working pattern: varied shifts including early mornings (store opening), afternoons, late evenings (store closing) and weekends, to be discussed at interview

### **What you'll do as a Store Supervisor**

To support the successful running of the store, you'll guide your team's learning and development and be a go-to person for advice and support. There's a wide variety of duties to handle, including:

- Being a positive role model to the team
- Train and on-board colleagues
- Ensuring the store is safe and secure by performing daily checks
- Preparing and presenting all store products, including from the bakery
- Keeping the store well stocked and looking good
- Help out on the post office counter
- Being a key holder – often opening and closing the shop.

### **What it takes to be a Store Supervisor**

This is the role for you if you're keen to show leadership in a fast-paced environment. You need to be the kind of person who gets things done without fuss or delay. We're also looking for:

- Great organisational skills
- Experience of supporting and coordinating colleagues' daily activities
- Experience of handling and resolving customer queries
- The ability to build relationships with people of all kinds
- The drive and ideas to help improve store sales
- The flexibility to work a range of shifts to support the opening times of the store

Please note, you have to be aged 18 to take on this role, as it involves authorising age-related sales.

### **Why Co-op?**

As the perfect springboard for career progression, store supervisor is a role that combines rewards and a sense of purpose. We'll nurture your development, while you help us foster stronger community relationships. You can also look forward to a package that features:

- A competitive pay rate
- Premium rates for hours worked before 6am or after 10pm (and on Boxing Day/Good Friday/Easter Sunday)
- Flexible shifts/working hours and regular overtime opportunities. We provide rotas to your mobile phone 3 weeks in advance. So, you have time to plan around your shifts
- 20% off Co-op branded products in our food stores all year-round
- 10% off other brands all year-round, which doubles to 20% on the Friday and Saturday after every payday
- Discounts on other Co-op products and services are also available
- Pension with up to 10% employer contributions.

As part of your application, you'll need to complete a 20-min online assessment.

<https://jobs.coop.co.uk/job/-/22964/2682425056?src=JB-10072&mediaGuid=fe2de7ad-3df7-4213-8e9c-80df3a1f353e&bidCode=29673ef9-d94e-49fc-923a-8883ccbaed45>

**Role:** Facility Attendant  
**Company:** Enjoy Leisure  
**Location:** Prestonpans, East Lothian

It is **enjoy**leisure's policy that successful applicants will be placed on the first point on the salary scale.

Temporary for 6 months

*Actual days and times of work:*

Combination of evening and weekend work but may include some occasional weekday afternoon shifts. Hours will be in the region of 12 per week with a guaranteed 3.5 hrs per week.

This post is advertised on behalf of **enjoy**leisure. Any queries about this post should be made to [hr@enjoyleisure.com](mailto:hr@enjoyleisure.com)

#### Job Details

To support the Service Manager and Senior Leisure Assistants in maintaining a high standard of organisation and operation of outdoor facilities, ensuring the premises are cleaned, maintained and secured to a high standard.

*Please download the Job Outline/Person Specification (available under 'Job Attachments') for the full range of tasks and duties associated with the job.*

#### Qualifications

A good standard of general education and / or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

#### Disclosure

The preferred candidate for this post will be subject to a Basic Disclosure check carried out by Disclosure Scotland prior to any formal offer of employment being made.

#### Additional Information

Please visit <http://www.enjoyleisure.com> for further information regarding **enjoy**leisure.

If you have any difficulties creating an account on MyJobScotland or applying for this post please contact the MyJobScotland support team via this link <https://www.myjobscotland.gov.uk/contact-us>.

If you require further information about this vacancy, please call 0131 653 5209, or email us: [hr@enjoyleisure.com](mailto:hr@enjoyleisure.com)

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/enjoyleisure/jobs/facility-attendant-prestonpans-enjoyleisure-203578>

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