

Vacancy Newsletter

21st May 2021

east lothian
works

Role: Sales Assistant
Company: Baynes Family Bakers
Location: Musselburgh

Who we are

At Bayne's we are striving to become the nation's favourite baker. We believe in using traditional baking methods and processes where we can, focusing on product freshness and quality of ingredients.

Our Values and the way we work:

Customer Focus– Our customers are the heart of our business. We believe whether you are an internal or external customer, we should offer the best possible products and service, to you every day.

Respect– We value everyone's contribution and believe that you should be treated as an individual, and we all act with integrity in everything we do.

Continuous Improvement– We aim to take advantage of opportunities and by acting quickly and working together, we all will help Bayne's to improve and grow.

Sustainability– We make decisions for the long-term sustainability of the business, for our customers, employees and the community.

What your key responsibilities are:

- Make and serve hot drinks.
- Set up and maintain counter and window displays in line with our guidelines.
- Deal with customer pre-orders and process payment and paperwork accordingly.
- Take payment for goods using electronic tills and processing by cash and card.
- Stock shelves with products.
- Answer queries from customers.
- Report discrepancies and problems to the management team.
- Give advice and guidance on products to customers.

What your key skills and experiences are:

- Previous food retailing experience.
- Positive attitude.
- Cash handling experience.

Part-time hours: 16 per week

Job Types: Part-time, Permanent

Salary: £9.04 per year

COVID-19 considerations: All colleagues must wear a face mask during their shift

Application question(s):

- What hours can you work each day?
- Can you get to the shop for a 5am start?

<https://uk.indeed.com/viewjob?cmp=Bayne%60s-the-family->

Role: Production Administrator
Company: Zot Engineering
Location: Musselburgh

To Assist the Planning and Production Departments with the daily administration as assigned, and where required to assist in other areas of the business.

General Duties include:

1. Loading Customer Orders onto computer system,
2. Data entry on computer system – creating parts etc,
3. Raising Delivery Notes and Invoicing.
4. Processing Customer Returns.
5. Filing of jobcards and documentation.
6. Assisting in customer quotations.
7. To assist in other departments if required.

Good knowledge of Microsoft Office – email word and excel.

Attention to detail is essential.

Good opportunity to progress into Production Planning areas.

<https://findajob.dwp.gov.uk/details/5905425>

Role: Store Assistant (Nights)
Company: Asda
Location: Dunbar

To be employed in this role you must be over the age of 18.

About the Role

There's a role for everyone in retail - from serving our customers, perfecting pizzas, unpacking deliveries or filling shelves. Wherever you are, we put our customers first with excellent service, welcoming stores and 'extra special' products – we work as a team to maximise sales and deliver a great shopping trip.

We'll help you to become a star colleague from learning about food safety to making sure our customers are served with a smile. If you're looking for flexible working or a chance to develop in retail, this could be the role for you!

We'll work with you on your shifts, but the chances are you'll have to work some weekends and we may need to be flexible with your work pattern – there's something to suit everyone.

About You

Our night operation plays a key role in ensuring our stores are ready for a busy day's trading the next day, so you'll need to be naturally friendly and want to get stuck in, working with your team to deliver great results. You'll have an enthusiastic approach to learning new skills across different departments. You care about giving customers a great shopping experience, helping them find what they need and having a chat along the way.

Your Benefits

Alongside a competitive salary, you'll get lots of other great benefits too, including 10% off your Asda shopping, incentive schemes, a pension scheme, bonus scheme and discounts across a range of services and activities, from airport parking to theme parks and cinemas.

<https://www.asda.jobs/vacancy/store-assistant---nights>

Role: Team Member
Company: Domino's Pizza
Location: Tranent

A great opportunity to join the world's largest pizza delivery company; a place where winning, service, quality and relationships are values that underpin all that we do.

The In-store Team Member Role:

Produce high quality pizzas and side items to ensure customer satisfaction and maintain brand image.

Key Duties and Responsibilities as our In-store Team Member will include:

Pizza Making

- To be able to make all of the pizza bases to the desired standard from dough, toppings and end product.
- Following the HTA standards and calling out the load times ensuring every order should be in the oven in under 3 minutes.

Food Hygiene

- To have a good level of personal hygiene and always following the uniform & grooming standards.
- To have a level 2 or higher food hygiene certificate. (you will complete this as part of your training)

Safety and Security

- Observe health and safety rules at all times.
- Adhere to any restrictions in relation to safety and security issues.

Teamwork

- Contribute to the work of others during period where your area of specialism is slow.
- Display a commitment and spirit of co-operation towards others.
- Contribute to the operation of the store in all aspects which might not normally be considered part of your role e.g. distributing leaflets, attending fresher's fairs as part of the local store marketing.
- Take responsibility your own development and training.

Key Skills needed as our In-store Team Member:

- Able to work quickly and to hustle positively during the busy periods.
- Able to learn and understand the pizza codes to produce the correct products.
- Must be knowledgeable on food safety and how it can affect the business.

Job Types: Full-time, Part-time

Salary: Minimum Wage

Benefits include:

- Staff Discount
- Flexible Working Hours
- Pension Scheme

<https://isw.changeworknow.co.uk/dominos/vms/e/stores/positions/cl9wUF3EvmYILOMVgBckfE?source=Indeed&src=JB-10360>

Role: Customer Assistant - Customer Team Member
Company: Coop
Location: Gullane

Pay: £9.50 per hour & amazing benefits.
Contract: 12 hours per week + regular overtime, permanent, part time
No experience needed as full training given

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 Customer Assistant

There's lots involved in being a Co-op customer assistant. The pace is always fast, with different duties to take on through your shift. Here are some of the key tasks:

- providing friendly, considerate customer service (and really getting to know customers)
- preparing and presenting our products, including from the bakery
- keeping the store well stocked and looking good
- thinking on your feet if there's an issue or problem to solve
- promoting Co-op membership, and the local projects we support

Who can be a Customer Assistant at Co-op?

We're not looking for any specific experience or qualifications – we provide full training. It's your personality, skills, motivation and values that matter. You'll need to show us:

- a real passion for customer service
- great communication and listening skills
- the ability to work well in a team, and achieve team and individual goals
- an enthusiastic approach and willingness to support your colleagues when the store gets busier
- the flexibility to work a range of shifts to support the opening times of the store

Why Co-op?

Teamwork is a big part of the job. You'll be working alongside and learning from some brilliant colleagues. As your experience grows, you can take more responsibility on and receive plenty of opportunities to develop your career. We also offer a rewards package that stand out, including:

- a competitive pay rate
- premium rates for hours worked before 6am or after 10pm
- 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
- pension with up to 10% employer contributions

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

Please note we may close the advert early due to a high volume of applications.

<https://cooperative.taleo.net/careersection/external/jobapply.ftl?job=CRS34275&mediaGuid=fe2de7ad-3df7-4213-8e9c-80df3a1f353e&bidCode=127494d2-ea18-401b-a5df-66d45d363bf3>

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

