

Vacancy Newsletter

26th February 2021

east lothian
works

Role: Post Person with driving and collection duties
Company: Post Office
Location: Musselburgh

Contract: Fixed Term (12 months)

Hours: 30:00 hours, between 0900 and 1500 (requires flexibility), 5 days per week (Monday – Saturday)

Hourly Rate: £8.13 Age 17. £10.46 Age 18+

Driving licence requirements

A full UK manual driving licence (in your current UK address), with no more than six penalty points is essential, but a clean licence is preferred. Please note you will be required to show this at assessment.

About the role

From scorching summer days to the depths of winter, our postal workers play a vital role, delivering the mail. It's a physically demanding job – but it's one the nation relies on. Here, you will:-

- Work part-time hours between the hours of 0900 and 1500
- Cover periods of leave for a fixed number of routes (so you'll need to be a bit flexible)
- Sort the mail for your route
- Check your vehicle and join a colleague for your round
- Spend between four and six hours delivering mail outdoors
- You will need to be flexible to cover our Collection duties as and when required which involves collections from mail boxes, post offices and business customers
- You will use a hand-held computer device to capture customer signatures

About you:-

- Upbeat and self-motivated: *You'll be happy working solo as well as part of a team.*
- Love of the outdoors: *From rural farms to city apartments, corner shops to business parks, whatever the weather (and, this being Britain, it can get quite extreme) we're there, six days a week. That means you'll need to be happy being out and about.*
- Good level of fitness: *There's up to six hours per day of walking, so you should relish a role that keeps you fit.*
- Excellent organisation: *You will need to be able to plan your round and make sure you complete all your deliveries in good time.*
- Resilience: *You will be able to work under pressure and with the public, acting as a friendly face that people know and trust.*
- Flexibility: *You will be working in different areas covering your colleagues' holidays, so you might need to adjust your working hours to match your round.*

<https://jobs.royalmailgroup.com/job/Musselburgh-Postperson-with-Driving-and-Collections-Duties-Musselburgh-Delivery-Office-%28EH21-7AA%29-EH21-7AA/653372001/?jobPipeline=IndeedOrganic>

Role: Sales Assistant
Company: Baynes
Location: Prestonpanns

This is a permanent part-time position working 16 hours per week between 5am and 6pm.
Salary: £8.85ph

You will be a positive, motivated, and friendly person who is able to use your own initiative to drive standards and deliver great customer service. By being a team player who is reliable, helpful and with a 'can do' attitude, you can help them to build an exciting future. With lots of drive, and an awareness of the positive impact you can have on their customers, you will go above and beyond what is required and create an inclusive and positive experience for everyone who visits our shops.

Purpose of job:

- Greet and serve customers who enter the shop.
- Make up filled rolls for counter displays and customers, using the recipe booklet.
- Assist with bake-off to ensure sufficient freshly baked products are available to customers at all times.
- 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
- Ensure the store is clean, both on the shop floor and preparation areas
- Receive, check and put away the deliveries
- Assist with special promotions and displays
- Assist with food safety checks and procedures
- Assist with cash processes and closing the store down when required

To apply:

<https://uk.indeed.com/jobs?q=All&l=Haddington&radius=15&fromage=3&vjk=e9a6e83432da6b7d>

Role: Seasonal Amenity Operative – 15 posts
Company: East Lothian Council
Location: East Lothian

These are temporary full time posts.

Salary: £18,790.00 - £20,526.00 per year

15 seasonal positions available from March/April to October (26 weeks maximum)

Core standard hours are:

Mon - Thurs 07:15 - 15:30 & Fri 07:15 - 13:45.

Please note local variations to the start/ finishing times apply. To start March

Purpose of the Job: Provide front line service delivery in street sweeping, general grounds maintenance, and related services across East Lothian.

- Undertake horticultural operations appropriate to open space maintenance, for example pruning, grass cutting, Garden Aid, Play equipment maintenance and installation, shrub maintenance, litter picking, annual bedding, planting and soft landscape construction.
- Assistance with the maintenance of burial grounds including all aspects of work associated with the delivery of burial services.
- Assistance with the provision of an Events service through delivery, erection, taking down and storage of items such as marquees, Stages, Tables and Chairs.
- Undertake as an individual or as part of a team, all operations relating to collection of litter, dog fouling and fly tipping.
- Assisting with the front line enforcement of litter and dog fouling legislation.
- Assist with the provision of weather emergency type response to community needs such as snow clearing, gritting and flood control.
- Safe and efficient use of a range of powered equipment, vehicles and plant (where appropriate licenses held), ensuring adequate levels of maintenance, efficient use in equipment output, demonstrate equipment use to team members when required, all in line with manufacturers guidelines, Safe Operating Procedures and other relevant Council policies and procedures.
- Operate a range of vans, trailers, tractors and ride on mowers in line with all procedures and guidelines (where relevant Licence is held).
- Services such as those provided for weather emergencies, burials, park warden services, events and street sweeping often require staff to work out with the normal working week at evenings and weekends. To ensure the continued smooth delivery of these services, the post holder will require to co-operate with the scheduling of overtime and periods of annual leave, thus ensuring an even spread of work throughout colleagues in the squad.

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/seasonal-amenity-operatives-15-posts-209629>

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