



## Rediscovery Centre Front of House Assistant Job Description for CE Work Placement Participant

Name of Host Community Organisation	The Rediscovery Centre
Job Title/Position	Front of House Assistant
Reporting to:	Centre Director
Job Purpose	Provide assistance to Front of House team at the Rediscovery Centre
Main Tasks/Duties	<p>The successful applicant will have a desire to learn &amp; an interest in excellence in retail, customer service, catering, hospitality and administration, and will develop skills in this area.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> <li>• Customers service</li> <li>• Handling payments</li> <li>• Understanding the key company's messages &amp; ethos and communicating same</li> <li>• General day to day tasks related to running a high quality retail space (ie making sure items are correctly displayed, labelled and priced, cleaning and tidying of shop, etc)</li> <li>• General day to day tasks related to running a popular visitor attraction, education centre and café (ie welcoming and serving visitors &amp; customers, making high quality coffees, managing bookings, managing phones call, emails, etc)</li> <li>• Creative retail merchandising</li> <li>• Basic administration work</li> <li>• Attend and work at a variety of Rediscovery Centre related events &amp; activities, both at the Rediscovery Centre and beyond</li> </ul>
Job Training	<p>The participant can expect to develop essential retail and reception skills including retail merchandising, customer care, basic administration, marketing, media knowledge, etc.</p> <p>Role will include development of a range of transferable skills which would enhance future job prospects.</p>
Please outline how this role may enhance participant's skills and future job prospects:	Role will include development of a range of transferable skills which would enhance future job prospects and will also include the development of transferable skills in retail, catering, customer care, health & safety & working within a team.
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9
Preferred days or times of work	19.5 hours over 7 days (to be agreed with successful candidate)
Any other work related requirements	Will be required to help out with other Rediscovery Centre related activities and events from time to time.