


**Rediscovery Centre Front of House Assistant Job Description for CE Work
Placement Participant (03 April 2019)**

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 & an interest in excellence in retail, customer service and administration, and will develop skills in this area.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> • Customers service • Handling payments • Understanding the key company's messages & ethos and communicating same • 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) • General day to day tasks related to running a popular visitor attraction, education centre and café (ie welcoming and serving visitors & customers, making high quality coffees, managing bookings, manging phones call, emails, etc) • Creative retail merchandising • Basic administration work • Attend and work at a variety of Rediscovery Centre related events & activities, both at the Rediscovery Centre and beyond 	
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:	<p>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.</p>	
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.	