


**Rediscovery Centre Front of House Assistant Job Description
CE or TUS 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 & 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 company's key message and ethos, and communicating same • General day to day tasks related to running a high quality retail space (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 and education centre (welcoming and serving visitors and customers, managing phone calls, 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	The participant can expect to develop essential retail and hospitality skills including retail merchandising, customer care, basic administration, marketing, media knowledge, etc.
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.