

<h2 style="margin: 0;">Position Description</h2> <h3 style="margin: 0;">Deli Assistant</h3>	
<p><b>Purpose</b></p> <p>Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.</p>	
<p><b>Employee Name:</b> TBA</p>	<p><b>Date PD Issued:</b> 26/11/2021</p>
<p><b>Position:</b> Deli Assistant</p>	
<p><b>Host Employer:</b> IGA Port Fairy</p>	<p><b>Supervisor:</b> Sarah Mullins</p>
<p><b>Host Employer Address:</b> 34 Sackville Street Port Fairy</p>	
<p><b>Westvic Staffing Solutions Field Officer:</b> Ben Powell</p>	
<p><b>Workplace Health and Safety:</b></p> <ul style="list-style-type: none"> <li>Follow Host Employer’s Workplace Health and Safety policies, procedures and workplace instructions</li> <li>Co-operate with the Employer with respect to any action taken by the Host Employer to comply with any requirements to provide a workplace that is safe and without risks to health</li> <li>Correctly wear and maintain items of personal protective clothing and equipment that are provided</li> <li>Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work</li> <li>Report any incidents within the workplace to the Host Employer without delay.</li> </ul>	
<p><b>Tasks Involved:</b></p> <ul style="list-style-type: none"> <li>Customer Service, including assisting customers when required</li> <li>Stock Management, unpacking goods, pricing and re-stocking.</li> <li>Store Merchandising, ensuring goods are stocked and displayed correctly</li> <li>Stock/shelf replenishment</li> <li>Maintain and clean and tidy floor space and work area</li> </ul>	
<p><b>Personal Requirements:</b></p> <ul style="list-style-type: none"> <li>Pleasant and courteous manner</li> <li>Well presented</li> <li>Ability to deal with a broad range of customers</li> <li>Ability to problem solve</li> <li>Punctual and reliable</li> <li>Strong communication skills</li> <li>Fast paced and eager to learn</li> <li>Computer skills</li> <li>Multitasking abilities</li> <li>A genuine interest in retail</li> <li>Must hold a current drivers licence</li> </ul>	
<p><b>Additional Information</b></p> <ul style="list-style-type: none"> <li>Hours Per Week: Full time 38 hours</li> <li>Days per Week: Mon – Fri, Flexible able to work until 8pm some nights</li> <li>Award / Agreement: General Retail Award 2020</li> <li>Superannuation: 10%</li> <li>Gross Commencement Hourly Rate: varies depending on age and experience.</li> </ul>	