

Vacancy Newsletter

2nd December 2022

east lothian
works

Role: Domestic Assistant

Company: Haddington Care Home

Location: Haddington

Salary: £9.50 per hour

Hours: Full-time, 35 hours per week

Haddington Care Home is looking to recruit a Domestic Assistant.

Haddington Care Home offers exceptional levels of nursing, residential and dementia care. Purpose-built in 2018 and spread across three floors, Haddington Care Home has all of the home comforts you would expect from a luxury facility, with a real attention to detail when it comes to meeting each resident's individual needs.

As Domestic Assistant, you will maintain the cleanliness of the environment and ensure that hygiene standards are met in line with company procedures and statutory requirements.

Duties:

- Provide a domestic cleaning service within the care home to the standards set down by company policy, best practice.
- Undertake all hygienic work practices in relation to the care home environment
- Clean and protect a variety of floor surfaces
- Clean furniture, furnishing, fixtures and fittings.
- Clean sanitary fixtures and fittings and replenish sundries
- To remove refuse.
- Clean vertical surfaces without the use of access equipment
- Assist with the daily well-being of all residents and helping to establish them within their new environment.
- Ensure laundry services are effective, working in line with guidance and expectations
- Ensure laundry and personal possessions of residents is safe and returned to them, label as directed
- Ensure Health and Safety, infection prevention and control and fire safety within the laundry and wider care environment
- Ensure safe operating systems are in place in the laundry and follow these
- Work with other staff to ensure the laundry service is effective.

For more information, and to apply online, follow the link: [Indeed.com | Domestic Assistant](#)

Role: Sales Assistant
Company: Baynes
Location: Haddington

Salary: £10.35 per hour
Hours: 30 hours per week

Bayne's are striving to become the nation's favourite baker. They believe in using traditional baking methods and processes, focusing on product freshness and quality of ingredients.

Who you are

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. You will be a team player, with lots of drive, and an awareness of the positive impact you can have on the customers, and you will go above and beyond what is required and create an inclusive and positive experience for contractors and colleagues.

By being open, honest and flexible, you will be able to roll up your sleeves and get stuck in with any of the varied tasks from making sandwiches to baking savoury products – no two days are the same. You will also bring fresh ideas and help to continuously improve how we do things.

Key responsibilities:

- Prepare and serve customers with a range of hot and cold bakery and food to go products
- 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.

Key skills and experiences:

- Previous food retailing experience
- Positive attitude
- Cash handling experience

For more information, and to apply online, follow the link: [Indeed.com | Sales Assistant](#)

Role: Care Assistant
Company: Florabank Care Home
Location: Haddington

Salary: £10.50 per hour
Hours: Part-time

Florabank Christian Care home are looking to recruit a day shift care assistant. If you are a caring and compassionate person and enjoy caring for the elderly in a friendly and welcoming home then they'd love to hear from you.

It would be preferred if the candidate holds an SVQ 2 but not essential as full training could be provided.

For more information, and to apply online, follow the link: [Indeed.com | Care Assistant](#)

Role: Potato Grader
Company: Option A
Location: Haddington

Salary: £9.50 - £14.25 per hour
Hours: Part-time, temporary contract

Option A on behalf of our client near Haddington are recruiting for a potato grader to work with potatoes. Your role will be working within the factory at the farm helping to grade the potatoes as they come down the line.

The working hours are primarily Monday to Friday 07:00 until 16:30, but there is potential for overtime.

Due to the location of the client, you need to have your own transport.

For more information, and to apply online, follow the link: [Indeed.com | Potato Grader](#)

Role: Business Development Executive

Company: 2Circles Consulting

Salary: £24,000 basic

Location: Macmerry, East Lothian

Hours: Full-time

2 Circles Consulting are a telecommunications company dedicated to helping businesses improve their connectivity and in turn, work more efficiently. The telecommunications industry is growing exponentially, and connectivity and communication are key factors in business success for all companies. It is a tremendous space to build a lifelong career in.

They are looking for people who are dedicated, motivated and willing to learn. Don't worry if you are unfamiliar with the world of telecoms, a great deal of training and support will be provided, and you will be mentored by some of the best in the industry – just bring your enthusiasm, and a good work ethic.

2 Circles Consulting have trained over 5000 students and graduates in how to run their own business, and have a proven and tested scheme to teach you how to network, prospect and constantly evolve in this thrilling industry. Successful candidates will get an impeccable experience with 2Circles Consulting through great incentives, uncapped earning potential and our excellent Basic, Bonus and EMI Share Option Plan.

Key Responsibilities

- Proactive goal setting towards sales targets, planning strategies to hit targets, and monitoring of performance against goals. Attain 100 customers to qualify for Century Club
- Attend all company training courses and sales meetings
- Maintaining a consistent positive attitude and team spirit
- Building and maintaining a good rapport with customers
- Have a proactive attitude towards self-development and constant improvement
- Actively looking for ways to continually develop and innovate sales and marketing systems to generate a larger customer base
- Being dedicated in providing the best and most efficient service to our customers and understanding each individual businesses' needs

Benefits

- Great Basic Salary
- Uncapped Bonus Plan
- EMI Share Ownership from Day 1
- Office Dog
- Private Medical/Dental insurance

Applications

- Please study the 2 Circles Consulting website: www.2circlesconsulting.com as well as their social media on Facebook, Instagram, LinkedIn & Twitter
- Please send an up to date, well presented 2-page CV with a detailed covering letter explaining why you would like to work in the company to lou@2circlesconsulting.com

For all vacancies within East Lothian Council visit: [Jobs](#) | [East Lothian Council](#) | [myjobscotland](#)

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