

# Vacancy Newsletter

## 10<sup>th</sup> February 2023

east lothian  
**works**

**Role:** Receptionist

**Company:** Randolph Hill Nursing Homes Group

**Location:** Gullane

**Salary:** £21,490 per year

**Hours:** Part-time

Randolph Hill Nursing Homes are looking for an exceptional person to join them as Receptionist at their Muirfield Nursing Home in Gullane, East Lothian.

Muirfield is a 60 bedded nursing home and is a well-known care home at the heart of the community.

This role is part-time and will be working alternate weeks with the other receptionist.

The working pattern is;

**Week 1** – Monday and Friday 0830 – 1800, and Saturday/Sunday 0930 – 1300

**Week 2** – Tuesday, Wednesday and Thursday 0830 – 1800

### **Main Duties and Responsibilities:**

- To answer the telephone and provide a high standard of service and assistance in a helpful way
- To report and record as appropriate all relevant information in a neat, tidy fashion
- To recognise regular visitors and welcome them by name, if appropriate
- To courteously check the identity of strangers, asking them to wait at reception, until a member of staff can help them
- To comply with company policies and procedures and adhere to safe working practices
- To attend regular staff meetings and training where appropriate
- To treat and use all equipment in a safe manner, keeping it clean and in good working order as per directions
- To adhere to company uniform policy
- To undertake any reasonable duties as directed by the manager, deputy manager or administrator, to ensure the smooth running of the home

For more information, follow the link: [Indeed.com | Part-time Receptionist – Gullane](#)

To register interest, send your CV to [owene@randolphhill.com](mailto:owene@randolphhill.com)

**Role:** Retail Assistant

**Company:** The Food Warehouse - Iceland

**Location:** Haddington

**Hours:** Part-time, 7.5 hours per week

**Salary:** £9.50 per hour

The Food Warehouse like to do things differently. They are a fair and ethical retailer, who believe in investing in their people and making a difference. They are now recruiting for a Retail Assistant to join the Food Warehouse family.

As a Retail Assistant, you are at the heart of the operation. They are looking for individuals who share their energy and passion and will contribute to the ongoing success.

Your role is to ensure that you deliver great standards and a store to be proud of whilst making sure that the customers have the best experience when shopping at The Food Warehouse.

The Food Warehouse can offer you flexibility and a variety of shift patterns, a great rate of pay, and the opportunity to become part of a supportive and connected family.

For more information, and to apply online, follow the link: [Iceland Careers | Retail Assistant](#)

**Role:** Care Assistant

**Company:** Cera Care

**Location:** Haddington

**Salary:** £10.60 per hour

**Hours:** Part-time or full-time available

Cera's mission is to revolutionise healthcare, giving carers the technology and insights they need to provide the right care to every service user and act quickly when there's a problem - this improves well-being outcomes and reduces the need for hospital admission.

You'll be visiting people in their own home - aiding them with daily personal care tasks such as washing, dressing, toileting needs and also around the house - whether that's helping with grocery supplies and a hot meal, or ensuring that things are tidy and safe around the home. Care experience is not necessary, but you must be aged at least 18.

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

**Role:** Nursery Kitchen Assistant

**Company:** Pear Tree Nursery

**Location:** Haddington

**Hours:** Part-time, 20 hours per week

**Salary:** £9.50 per hour

Pear Tree Nursery are looking for an assistant for their kitchen to help prepare lunch and afternoon tea for nursery aged children.

The role involves food preparation, dish washing, tidying, cleaning and delivery duties.

Previous commercial cooking experience is preferred and must have food hygiene certificates or be willing to train.

Driver preferred as some driving and delivery required.

The role is Monday to Friday.

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

**Role:** Team Member

**Company:** Alanda's

**Location:** Longniddry

**Salary:** £7.50 - £11 per hour

**Hours:** Part-time

Alanda's is a local, family owned business with multiple locations, including the permanent mobile street food unit that sits on the Longniddry Bents beach front, just 20 mins outside the city of Edinburgh. The beautiful coast of Longniddry is very accessible by public transport with a bus stop right outside, a train station 5 minutes away and on-site parking availability.

Alanda's are looking to hire multiple counter assistants starting now with part time hours. The unit is currently open 10am – 5pm Saturday and Sunday.

You MUST be able to work Saturdays 10am – 6pm to apply for this job.

The job role will include:

- Taking customer orders using the till
- Making up customer orders
- Making hot drinks (barista training will be provided)
- General cleaning and keeping the unit organised at all times
- Replenishing stock throughout the day
- Working as a team, multi-tasking, and using initiative

Alanda's also attends many events throughout the year and has multiple shops so there is room for growth as an employee within the company.

For more information, and to apply, follow the link: [Indeed.com | Team Member, Alandas](#)

**Role:** Customer Team Leader

**Company:** Coop

**Location:** East Linton

**Salary:** £11 per hour

**Hours:** Part-time, 30 hours per week

As a customer team leader at Co-op, you'll help put the store purpose into practice. You'll connect people and causes in your local community, provide great service to the customers, and give coaching and support to your colleagues in-store.

#### What you'll do

- **Friendly and thoughtful service** – you'll give friendly, welcoming, easy, helpful and thoughtful service every day, often taking ownership for managing the store and handling challenging situations
- **Engage with everyone to succeed together** – you'll build your team's capability through coaching and training, and create an inclusive culture where everyone feels respected, valued and able to speak their mind
- **Make sure the store is safe, legal and operational** – you'll manage diligence checks and stock accuracy to make sure our customers have a quick and easy shopping experience, and support your store manager with HR processes
- **Embrace change** – you'll help to lead change in store, working closely with your team to land new ways of working, and encouraging them to provide open and honest feedback on change activities
- **Co-operate for a fairer world** – you'll build relationships and get involved with your local community, working closely with your local member pioneer to help them with the development and delivery of their Co-op community plan

#### This job would suit people who have

- genuine care for the needs of customers and colleagues
- the ability to strike a balance between leading the team and supporting on the shop floor
- great communication skills, with the ability to build positive relationships with all kinds of people
- strong organisational and problem solving skills
- a desire to learn, grow and develop your skills
- the flexibility to work a range of shifts

For more information, and to apply online, follow the link: [Coop Jobs | Customer Team Leader](#)

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

#### Contact:

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