

Vacancy Newsletter

2nd September 2022

east lothian
works

Role: Personal Assistant (Support Worker)

Company: Enable Scotland

Location: Musselburgh

Salary: £12 per hour

Hours: Part-time

Closing date: 30th September 2022

Personal Assistants (Support Workers) have the most important role within ENABLE Scotland by making a positive difference every day to the lives of the people we support. Each person we support has different support needs, so your support worker role may include assisting them with various aspects of personal care, moving and handling or positive behavioural support whilst expanding their social networks and connections.

You don't need experience in care to start your social care career with ENABLE Scotland. We recruit people based on their values and transferrable skills. Wherever your journey has taken you up until now, join us, and together we will forge a new path in what could potentially be the most rewarding role you have ever had!

Successful applicants will be able to demonstrate the following:

- The ability to adapt your communication style in order to develop successful and enjoyable relationships with the people we support.
- The commitment to work with individuals through their personal support plans to ensure people achieve their goals and outcomes and celebrate their successes.
- A positive and flexible outlook to your work, and be able to work on your own and as part of a team.

For more information, and to apply, follow the link: [s1jobs.com | Part Time Personal Assistant \(Support Worker\)](https://www.s1jobs.com | Part Time Personal Assistant (Support Worker))

Role: Café Assistant
Company: Scottish Seabird Centre
Location: North Berwick

Salary: Above the National Minimum Wage
Hours: Full-time and part-time hours available (weekdays essential)
Closing date: 30th September

The café at the Seabird Centre has one of the best views in the town! Because of this, they welcome hundreds of people a week and you'll have a vitally important role to play. You'll help the catering team to deliver high quality service and you'll work hard to ensure that the visitors have a fantastic experience.

Principal duties:

- To serve food efficiently from our kitchen, always ensuring friendly customer interaction.
- Be knowledgeable about the products and special offers available.
- Follow the opening and closing procedures.
- Ensure all counters and displays are always clean and fully stocked.
- Ensure all equipment is fully operational.
- Ensure Seabird Café facilities are clean and of a high quality at all times including tables, chairs, highchairs, and condiments.
- To keep the dishwashing area working smoothly.
- To assist in the acceptance of stock deliveries and storage.
- To process all till transactions accurately.
- To assist with cashing-up procedures to ensure daily takings are handled securely.
- Observe all Health & Safety/ Environmental policies and procedures.
- To take an interest in and promote the work of the Charity, including the Discovery Experience, Gift Shop, Events, and membership to customers.
- Carry out any other relevant duty as directed by the line manager that is within the competence of the post holder.

Skills and experience:

- A customer-focused attitude.
- Ability to achieve excellent results under pressure.
- Consistent delivery of a high-quality visitor experience.
- The ability to work on your own initiative and as part of a team.
- Proficient verbal and written communication skills.
- Basic maths skills.
- Attention to detail.
- Ability to prioritise your work.

For more information, and how to apply, follow the link: [Scottish Seabird Centre | Café Assistant](#)

To view a full job description follow the link: [Café Assistant Role Profile](#)

Role: Customer Service Assistant
Company: Bank of Scotland (Lloyds Banking Group)
Location: Haddington

Salary: £19,292 - £19,330 per year
Hours: 30 hours per week
Closing date: 12th September 2022

Lloyds Banking Group is the UK's largest Retail and Digital bank, a leading insurer and mortgage lender with millions of customers to please. Their colleagues are passionate about making a difference to customers, businesses and communities.

This role is based in Haddington covering our friendly Haddington branches working 30 hours a week including Saturdays. You could be greeting customers at the welcome desk, helping them at the counter or working on other branch tasks. And you'll learn to make the most of your best talent – helping people - using our latest in-branch technologies and digital services.

We just need you to demonstrate the following qualities:

- Honest and genuine, caring about helping people with their finances (no previous banking experience required)
- The ability to quickly build relationships to give customers a fantastic experience.
- Acting with care and integrity - taking time to resolve queries and giving our customers confidence in the service you're providing.
- A genuine teammate - collaborating closely with branch colleagues to ensure your customers' needs are met.
- The flexibility to work in branches across the area and Saturdays when needed.

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

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

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