

## Attention: Workplace Supervisor

Senior high school students attend a business for a week to gain practical experience, skills and knowledge about the industry.

They learn to communicate with the staff and supervisors. Employers offer students a range of industry activities that suit their resources and their business.

## Benefits for Business

You can:

- Raise your profile within the community
- Access potential part-time & full-time employees
- Develop training programs and supervisory skills
- Participate in special events and receive media coverage

• • • Below are tasks that your workplacement student may be able to do in the workplace. They are designed to assist you with planning your student's workplace learning.

- ♦ Observe, follow and document WHS guidelines, as well as signage, for employers and customers.
- ♦ Replenish point of sale areas, eg. Bags, register rolls, stationery.
- ♦ Dust shelving, fixtures and stock.
- ♦ If possible refill floor stock from stockroom and face-up, move stock forward.
- ♦ Size merchandise and ensure hangers face the same way.
- ♦ Investigate how staff members would list their availability and check rostering for the week.
- ♦ List procedures for:-
  - × EFTPOS
  - × Layby
  - × Gift vouchers
  - × Refunds.
- ♦ List housekeeping duties to be done daily.
- ♦ List and explain three symbols / signs displayed in the store.
- ♦ List shoplifting deterrents used in the store.
- ♦ Research three items in your store for the following:
  - × Warranty details
  - × Sizes and styles
  - × Available brands
  - × Care Instructions
  - × Expired dates
  - × Storage requirements
- ♦ Identify, list and practise safe manual handling procedures.
- ♦ Detail any protective clothing required as well as procedures for handling hazardous goods eg: chlorine, potting mix.
- ♦ Locate exits and fire exits then read the emergency evacuation procedures.



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