

TO DO

1. Read through the work experience reference sheet with a teacher
2. Highlight information that is relevant to you (things you did during this work experience)
3. Discuss who would be your reference – teacher to write
4. Copy highlighted sections into Section 2 – Pathways Education Plan and/or Resume



Melton Fresh Food

Work Experience Title

Cashier, Cleaner, Inventory Clerk, Stocker

Company

Melton Specialist School, Melton Fresh Food (Mini-Woolies)

Tasks completed

Cashier

- | | |
|--|--|
| <input type="checkbox"/> Greeting customers' | <input type="checkbox"/> Bagging items |
| <input type="checkbox"/> Scanning goods | <input type="checkbox"/> Collecting payment |
| <input type="checkbox"/> Answering customer questions | <input type="checkbox"/> Issue receipts |
| <input type="checkbox"/> Answering phones | <input type="checkbox"/> Maintain clean and tidy checkout area |
| <input type="checkbox"/> Handling cash and giving change | |

Cleaner

- | | |
|---|---|
| <input type="checkbox"/> Maintain clean and tidy store appearance | <input type="checkbox"/> Sweeping and mopping |
| <input type="checkbox"/> Clean spills, broken glass | <input type="checkbox"/> Remove rubbish |

Inventory Clerk

- | | |
|---|---|
| <input type="checkbox"/> Counting stock and recording for a manager | <input type="checkbox"/> Receive stock and check amount |
|---|---|

Stocker

- | | |
|---|---|
| <input type="checkbox"/> Sort products onto shelves | <input type="checkbox"/> Check stock quality |
| <input type="checkbox"/> Ensure products have price tickets | <input type="checkbox"/> Ensure stock is moved to the front and label are straight and facing the front |
| <input type="checkbox"/> Check use by or best before dates of stock | |

Skills demonstrated

- Maintain professional appearance
- Maths's skills
- Occupational Health and Safety practices
- Team Work
- Initiative
- Communication
- Organisation Skills
- Time-management Skills
- IT Skills
- Open to learning
- Multitasking

References

Full Name:

Company:

Phone Number: