

MEMORANDUM

TO: ALL ORRIDGE

FROM: DAVID CLAYDEN, OPERATIONS MANAGER SOUTH

DATE: 17TH JANUARY 2019

SUBJECT MATTER: RE-INTRODUCTION OF THE MENTOR ROLE

Orridge are re-introducing the Mentor role and we are actively looking for people to put themselves forward for this opportunity.

The duties and responsibilities of the Mentor are:

- Support for new starters on their first shift
- Introducing yourself as the Mentor to the Supervisor, explaining you're primarily there to help with any concerns or problems they may have with the new starters during the shift
- Completing the New Counter Assessment Forms throughout the shift and the sign off at the end, by yourself and the new counter. A lot of what is graded on the form are the area's & tasks which you will be responsible for showing them how to do. This includes: punctuality, dress code/ID card and training on Audit Register, count methods, peg stock, location labels, location printouts and productivity.

What skills are we looking for?

- Excellent counting skills
- Excellent communication skills
- Good organisation skills
- Team work ethic
- Great customer service skills

To apply:

Speak to your Regional Manager who will be happy to talk through the role in more detail, including the pay rates for these additional responsibilities.

