

Post: Casual Catering/Refreshment Assistant

- Salary/Grade: Living Wage, £9 per hour
- Hours/Days: As and when required
- Fixed Term/Perm/Temp/Casual: Casual
- Bolsover District Council, The Arc, High Street, Clowne, Chesterfield, Derbyshire. S43 4JY
- Closing Date: 28 August 2019
- Interview Date: To be confirmed

Job Details and Requirements

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake the day to preparation of hot and cold refreshments for customers and for meetings, monitor stock levels, maintain a high level of hygiene, cleanliness and presentation and undertake cleaning duties. To be short-listed for interview candidates **must** possess the following:-

Basic knowledge of food and drink preparation
Food Hygiene and Safety Certificate Level 2 or Basic Food Hygiene Certificate or equivalent (or willing to work towards within one month of commencing in post)
Previous experience of dealing with customers, handling cash and basic refreshment preparation
Basic literacy and numeracy skills
Ability to deal with a wide range of customers in an often busy environment
Ability to work as part of a team and with minimum supervision
Ability to learn new skills relevant to the role

This post is subject to a Disclosure and Barring Service check at the Basic level.

Contact Details

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

Application Pack

If you are interested in this post, please visit the Jobs pages on the BDC (<http://www.bolsover.gov.uk/index.php/your-council/jobs>)

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access application packs are available from:

- Telephone the BDC Contact Centre on 01246 242424 Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

Job Description

Job title	<i>Catering/Refreshment Assistant</i>
Reports to	<i>Duty Officer/Manager</i>
Direct reports	<i>None</i>
Grade	<i>Living Wage (£9.00 per hour)</i>
Salary range	

Job purpose

To assist in the provision of an efficient and effective catering service including provision of light refreshments

Duties and responsibilities

1. Day to day preparation of hot and cold refreshments for customers and for meetings as and when required
2. Monitor stock levels and liaise with Duty Managers regarding orders of consumables from suppliers
3. To maintain a high level of hygiene, cleanliness and presentation to the standards required and ensure compliance with food hygiene regulations
4. Undertake cleaning duties including kitchen, floor areas and refreshment/viewing areas, washing of equipment and tables.

Working conditions

Role involves unsocial hours including evening and weekend work

Physical requirements

Some lifting, standing, walking, kneeling and crouching

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).

- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>Lee Hickin</i>
Date approved:	<i>31 October 2016</i>
Reviewed:	<i>April 2019 (pay)</i>

PERSON SPECIFICATION

Post Title: Catering/Refreshment Assistant	Section: Leisure Services		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Basic knowledge of food and drink preparation 	a, i & c		
Qualifications			
<ul style="list-style-type: none"> Food Hygiene and Safety Certificate level 2 or Basic Food Hygiene Certificate or equivalent (or willing to work towards within one month of commencing in post) 			
Experience			
<ul style="list-style-type: none"> Dealing with customers Handling cash Basic refreshment preparation 	a & i		
Skills			
<ul style="list-style-type: none"> Basic literacy and numeracy skills Ability to deal with a wide range of customers in an often busy environment Ability to work as part of a team and with minimum supervision Ability to learn new skills relevant to the role 	a & i		
Other Requirements:			
	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>Lee Hickin</i>
Date approved:	<i>31 October 2016</i>
Reviewed:	

