



SECKFORD ALMSHOUSES

Woodbridge



General Catering Assistant

20 hours per week, full year

£15,879 pa pro rata (actual salary £8,143)

We require an enthusiastic person to join our busy catering team based at the Seckford Almshouses as soon as possible. Some weekend working will be required.

Shift details:

There is some scope for flexibility but broadly speaking the shift pattern is as follows:

Alternate weeks: Early week 9:30am – 2:30pm Monday to Friday

Following week: 4:30pm to 7:30pm Thursday to Sunday

Weekend work (alternate weekends only): split shift of 9:30am to 1:30pm and 4:30pm to 7:30pm.

For more information about the Seckford Almshouses and this opportunity, and to download an application pack please visit our website:

www.seckford-foundaiton.org.uk

Closing date for applications:

9am on 5 December 2018.

The Seckford Foundation is Committed to safeguarding and promoting the welfare of children and vulnerable adults and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



The Role

Job Summary

- To assist with the preparation and provision of the food service to Almshouse residents and service users and to assist with general catering duties as directed by the Chefs/Head Chef.

Key Responsibilities

Food

- Basic vegetable preparation as requested by Chefs
- Food service and distribution
- Cleaning and washing up
- Comply with hygiene and health and safety measures at all times
- Take part in compulsory/non-compulsory training
- Work in a flexible manner and be prepared to assist with functions and lettings catering at the Seckford Foundation sites or off site
- Advise Chefs/Head Chef of stock shortages or broken equipment

General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Foundation's Health and Safety Policy.

Child Protection/vulnerable adults statement

The Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Foundation's Vulnerable Adult Policies at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children or vulnerable adults you must report any concerns to the appropriate protection officer.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the Foundation Intranet.



Person Specification

	<i>Essential</i>	<i>Preferred</i>
Education and qualification	<ul style="list-style-type: none"> GCSE in Maths and English (above Grade C). 	<ul style="list-style-type: none"> Basic Food Hygiene Certificate; Basic First Aid.
Specialist knowledge and skills	<ul style="list-style-type: none"> Able to organise own work effectively. 	<ul style="list-style-type: none"> Awareness of Health, Safety and Hygiene Regulations; Working knowledge of equipment used in kitchen.
Interpersonal and communications skills	<ul style="list-style-type: none"> Basic literacy and numeracy in order to read instructions/complete forms etc.; Good verbal skills in order to communicate effectively face to face with pupils, staff and guests; Participate effectively as part of a team. 	
Relevant experience	N/A	<ul style="list-style-type: none"> Previous experience in a catering post; Experience in a customer-facing role.
Additional requirements	<ul style="list-style-type: none"> Punctual and reliable; Flexible approach; Evidence of a commitment to promoting the health, welfare and safeguarding of vulnerable adults. 	



INFORMATION FOR CANDIDATES

In order to apply please complete the application form.

Application forms can be downloaded from the School's website: www.seckford-foundation.org.uk

Please apply, preferably by email, stating "General Catering Assistant" in the title line to hr@seckford-foundation.org.uk.

Closing date: 9am on 5 December 2018

If you are unable to apply by email then please post your application, marking "Private and Confidential" to Human Resources at:

Seckford Foundation
Marryott House Burkitt
Road Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the HR Department on 01394 615167.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.