

Information for Applicants

Job title: Catering Assistant

Contract: Permanent

Hours: 37.5 hours per week

Salary: £17,842

Additional Benefits:

- A pension contribution of 6%
- Annual Holiday entitlement of 28 days FTE (4 weeks plus 8 bank holidays)
- Additional 6 days (FTE) at Christmas – specific dates confirmed each year dependent on when the Christmas period falls and business needs
- Length of service increments (holidays)

Location

- The People First Conference Centre and the People First Café based at Carlisle Hospital

Driving

- A current driving licence and access to own transport is required for this role.
- This post requires you to have the appropriate 'business use' insurance in place as occasional business use of your car is required.
- This role may also require you to drive the Café Vehicle to transport food from the Riverbank Kitchen to the Café at the hospital

Who we are

People First Services is a registered charity, the object of which is the relief of people with a learning difficulty and is based in our building on Milbourne Street in Carlisle.

We also deliver First Independent Advocacy, a registered charity and company limited by guarantee, providing a wide range of support and information services across the North of England, aimed at helping people to live informed, respected, healthy and fulfilled lives.

We have been delivering services for 30 years and have a deep understanding of our communities and the unique challenges they bring. Our Head office is based in Carlisle, supported by offices in Barrow and Leyland.

The Department

As part of People First Services, we run the People First Conference Centre and the Riverbank Kitchen which is based at our Head offices in Carlisle. We have also recently taken on the contract to deliver the café in the new Cancer Centre based at Carlisle Hospitals. We are supported to do this by young people with Learning Difficulties and/or autism.



In your role you will be working within the Riverbank Kitchen supporting the Head Cook and assisting the Café Team leader at the People First Café. You will gain valuable skills and insights into the daily kitchen operations providing food for the both the Conference Centre and the People First Café.

The Person

We are seeking an applicant with real drive and enthusiasm to work in the catering and hospitality industry as well as an interest in working alongside our young learners.

Qualifications

- Good all round level of education
- GCSE Maths & English at Grade C, 9 to 4, or Functional Skills Level 2
- GCSE IT at Grade C (preferred but not essential)
- Level 3 Food Hygiene (or willingness to work towards it)
- Level 2 (or equivalent) in food preparation and cooking (or relevant experience)

Skills, Knowledge and Experience

- A passion for food
- Excellent communication skills, both written and verbal
- Excellent customer service skills
- Organised
- Team player essential
- Great at time keeping
- A *Can-Do* attitude
- Eye for detail

Personal Qualities

- An efficient and professional attitude
- An honest and reliable character
- Ambition and enthusiasm are essential
- Interest in Catering and Hospitality
- Interest in developing your skills

Responsibilities

You will work and develop key catering skills while supporting the cafe team to serve high quality food and drinks every day while providing an excellent, friendly level of service. You may also work at the Riverbank Kitchen to help prepare food for both the café and the conference centre. Duties to include:

- Assist in day to day running of the People First café providing excellent levels of customer service
- Ensure that exceptional food hygiene standards are consistently met
- Ensure we keep accurate records within EHO guidelines for the safe running of the café kitchen



- Assist with enabling our learners to work at the People First Café
- Assist with checking stock levels, food orders and deliveries
- Assist in daily, weekly and monthly cleaning duties
- Opening and closing of the People First Cafe
- Drive deliveries between the Riverbank Kitchen and the People First Café
- Service of food to the Conference Centre bookings

The Riverbank Kitchen is developing a reputation for providing high quality, locally sourced food for both the People First Café and for conferences along with exceptional Customer Service. Our team needs someone who is energetic and has a 'can do' attitude.

Other Duties

Working in the People First Cafe may require some early morning/evening working on occasion. The duties outlined above are not intended to be exhaustive and may change as the needs of the organisation alter in line with current agendas.

Due to the developing nature of our organisation, we require staff to remain highly flexible in their approach, and work to meet the changing needs of the projects.



The Appointment

Applications should include:

- completed application forms A & B
- the supporting information should be no longer than 2 sides of A4

People First is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo a DBS check and any other safeguarding checks as appropriate to the post. The appointment will be subject to the satisfactory outcome of these checks.

One referee should be the applicant's current or most recent employer. Please note that references will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought on the successful candidate following the interview process however; we may approach previous employers for information to verify particular experience or qualifications, prior to interview. The appointment will be subject to the receipt of satisfactory references.

All candidates invited to interview must bring documents confirming any educational and professional qualifications referred to in their application form. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. Where the successful candidate has worked or been resident overseas in the past five years, we will carry out such checks and confirmations as may be required in accordance with statutory guidelines.

All candidates invited to interview must also bring with them:

- A current passport (if you do not hold a current passport, or you do not hold a British passport, then further evidence will be required as proof of the right to work in the UK)
- Driving Licence – photocard
- Official documentation evidencing your current address (e.g. utility bill, bank statement)
- Where appropriate, any documentation evidencing a change of name (e.g. marriage certificate)

All applications should be clearly marked:

Confidential – Catering Assistant Post

And emailed to recruitment@wearepeoplefirst.co.uk for the attention of Mr Barry Munro-Berry

To arrive no later than 9.00am, Monday 16th August 2021