

Bertha James Day Centre
Vacancy for Catering Assistant

The position is **Monday – Saturday; total of 24hrs:**

Mon 10am – 2pm
Tues 10am – 3pm
Wed – Fri 10am – 2pm
Sat 10.30 – 1.30

Hourly Rate: £8.21 per hour (£10,246.08 per annum)

Please note that when Saturday forms part of a Public Holiday weekend we will be closed.

MAIN PURPOSE

As a member of the Catering Team you will be preparing hot and cold meals and snacks for our elderly service users, volunteers and staff, whilst maintaining a clean and hygienic kitchen at all times.

RESPONSIBILITIES

To prepare the dining room for lunch time meal, lay tables, clear away and tidy the room as necessary.

To prepare the cooking and serving of meals.

To assist in clearing away and washing up.

To assist in the overall kitchen and dining room cleaning schedule including ovens, appliances, equipment and fabric of the kitchen.

To ensure that the kitchen is kept orderly, clean and hygienic at all times.

To be in full correct laundered uniform at all times.

GENERAL

To attend general and kitchen staff meetings.

To undertake duties which may be required from time to time.

Interested? Please complete an application form which can be printed from BJDC website or collected from the office. **Completed application form to be return to the office by 21st August 2019 admin@berthajames.org**

Interviews for the position will be August 23rd 2019.

For further details, please speak with the Centre Manager, Sonja Richards.