

Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification for the role of:-

**Role: Catering Assistant**

**Salary: £8.21 per hour**

**Location: Livingston, EH54 6QH**

**Job type: Permanent/Part Time, 16 hours**

**Job Ref: 0082 - 1446**

**Closing Date: Monday 2<sup>nd</sup> September 2019**

To apply, please complete our application form quoting reference 0082 - 1446 to [jobs@trusha.org.uk](mailto:jobs@trusha.org.uk) or post to Human Resources, Trust Housing Head Office, 12 New Mart Road, Edinburgh EH14 1RL no later than 12 noon on the closing date stated.

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

*Sharon Chalmers*

Sharon Chalmers  
HR Assistant  
0131 444 1200

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Trust Housing Association Ltd has a fantastic opportunity for a **Catering Assistant** to join their team based at Livingston on a part time permanent basis.

**In return for your enthusiasm and commitment we will offer you: -**

- 16 hours per week working dayshift between 11am & 3pm
- £8.21 per hour
- Rolling rota working Week 1 Mon, Fri, Sat & Sun and Week 2 Mon, Wed, Thur & Fri
- Generous holiday entitlement
- Access to paid training & continued personal development
- Option to work additional bank cover hours via our agency

**What we're looking for in our Catering Assistant:**

You will maintain a high standard of cleanliness throughout the kitchen and dining room areas, carry out all cleaning duties as outlined in the development-cleaning schedule, assist with basic food preparation, serve meals to tenants and when necessary assist escorting tenants to the dining room.

**Catering Assistant Skills and Experience:**

This role requires you to have the ability to work as part of a team and have customer service skills. You should also have or be willing to attain a REHIS certificate in Elementary Food Hygiene.

**To Apply:**

Please complete our application form or send a current CV with a personal statement telling us a little bit about yourself and why you'd like to work with us. Please quote reference 0082 -1446 to [jobs@trustha.org.uk](mailto:jobs@trustha.org.uk) or post to Human Resources, Trust Housing Head Office, 12 New Mart Road, Edinburgh EH14 1RL no later than 12 noon on the closing date stated.

**About Trust Housing:**

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,600 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

Trust Housing Association is a Registered Scottish Charity- SC009086



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# Trust Housing Association Ltd

## Job Description

**POST:**  
Catering Assistant

**LOCATION:**  
Development Based

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### PURPOSE OF JOB

To ensure a high standard of cleanliness throughout the kitchen and dining rooms. To assist the Cooks with basic food preparation and the delivery of meals to tenants.

### MAIN DUTIES & ACTIVITIES

To maintain the cleanliness of the kitchen and dining room as per kitchen cleaning schedules.

To adhere to the Association's Food Safety Management System (HACCP) and Health and Safety at Work Regulations.

To carry out basic food preparation including light snacks and meals

To set dining room tables to the required standard.

To wash dishes, load and unload the dishwasher.

To serve tenants in the dining room and offer assistance where necessary.

Where instructed assist with escorting tenants to the dining room.

Take receipt of deliveries and store as per HACCP regulations.

To be aware of the Association's policies and procedures and adhere to those relevant to the post.

To understand and support of the aims and objectives of the Association including tenants rights and choices.

To prepare for and participate in the support and supervision process.

To undertake any other relevant duties as are considered appropriate to the post.



## EQUALITY, DIVERSITY AND INCLUSION (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust

Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

## REPORTING ARRANGEMENTS

The post holder reports to both the Supported Housing Coordinator/Housing Care Manager and the Cook. The Supported Housing Coordinator will manage the day to day tasks. The post holder will report into the Catering Manager on specifics to Catering such as food production, quality control and personal development requirements.



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## PERSON PROFILE AND SPECIFICATION

| Skills & Abilities   | Essential | Desirable |
|--|-----------|-----------|
| Have an interest in working in a food environment  | ✓         |           |
| Enjoy working in a service environment   | ✓         |           |
| Have the ability to be flexible with the varying tasks required in a kitchen environment   | ✓         |           |
| Have enthusiasm and a flexible “can do” attitude   | ✓         |           |
| Have the ability to work as part of a team   | ✓         |           |
| An understanding of the needs of older people  |           | ✓         |
| Education, Qualifications, Training & Development  | Essential | Desirable |
| Have or be willing to attain a REHIS certificate in Elementary Food Hygiene.   | ✓         |           |
| Other factors and attributes   | Essential | Desirable |
| The ability to promote the meals service within the development  |           | ✓         |
| Equal Opportunities  | Essential | Desirable |
| This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice. | ✓         |           |

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print Name \_\_\_\_\_



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