

# Vacancy Newsletter

29<sup>th</sup> January 2021

east lothian  
**works**

**Role:** Catering Assistant  
**Company:** East Lothian Council  
**Location:** St Gabriel's Primary School, Prestonpans

This post is term time - 38 weeks per year  
Days and Hours of Work:  
Monday - Thursday - 1130 - 1400  
To start asap

*It is essential that all applicants hold an Elementary Food Hygiene Certificate. This can be obtained on-line and is available from many on-line training providers.*

### **Job Details**

To assist in the provision of a quality catering and function service in accordance with relevant legislative requirements including health and safety, food hygiene, and hazard analysis within the food industry.

*Please download the Job Outline/Person Specification (available under 'Job Attachments') for the full range of tasks and duties associated with this job. You will need to refer to these in order to complete the application form. You must ensure you meet every 'essential' criteria stated on the Person Specification to be considered for interview.*

### **Job Requirements**

#### **Relevant Qualifications**

Elementary food hygiene certificate.

#### **PVG Membership**

This post is considered as Regulated Work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

*All preferred candidates for posts carrying out regulated work with these groups will be required to become a PVG Scheme member, or undergo a PVG Scheme update if they are already a member, prior to any formal offer of employment being made by East Lothian Council.*

Please note: PVG member's records are constantly updated with any new vetting information that arises. Any information that is disclosed on a PVG membership or update check, if relevant to the post being applied for, will be discussed with the applicant and investigated prior to any formal offer being made.

It is East Lothian Council's policy that successful applicants will be placed on the first point of the salary scale.

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/catering-assistant-st-gabriels-rc-primary-school-207512>

**Role:** Customer Assistant - Customer Team Member  
**Company:** Coop  
**Location:** Dunbar

Pay: £9 per hour & amazing benefits.

Contract: 16 hours per week + regular overtime, permanent, part time

No experience needed as full training given

Working pattern: working 4 out of 7 days, shifts will fall between 5:30am - 10:00pm, including weekends, to be discussed at interview

#### *What you'll do as a Customer Assistant*

There's lots involved in being a Co-op customer assistant. The pace is always fast, with different duties to take on through your shift. Here are some of the key tasks:

- Providing friendly, considerate customer service (and really getting to know customers).
- Preparing and presenting our products, including from the bakery.
- Keeping the store well stocked and looking good.
- Thinking on your feet if there's an issue or problem to solve.
- Promoting Co-op membership, and the local projects we support.

#### *Who can be a Customer Assistant at Co-op?*

We're not looking for any specific experience or qualifications – we provide full training. It's your personality, skills, motivation and values that matter. You'll need to show us:

- A real passion for customer service.
- Great communication and listening skills.
- The ability to work well in a team, and achieve team and individual goals.
- An enthusiastic approach and willingness to support your colleagues when the store gets busier.
- The flexibility to work a range of shifts to support the opening times of the store.

Please note, you must be aged 18 or over to be a Co-op customer assistant, as it requires working before 6am or after 10pm, or involves working in one of our Petrol Forecourts.

#### *Why Co-op?*

Teamwork is a big part of the job. You'll be working alongside and learning from some brilliant colleagues. As your experience grows, you can take more responsibility on and receive plenty of opportunities to develop your career. We also offer a rewards package that stand out, including:

- A competitive pay rate.
- Premium rates for hours worked before 6am or after 10pm (and on Boxing Day/Good Friday/Easter Sunday).
- Flexible shifts/working hours and regular overtime opportunities. We provide rotas to your mobile phone 3 weeks in advance. So, you have time to plan around your shifts.
- 20% off Co-op branded products in our food stores all year-round.
- 10% off other brands all year-round, which doubles to 20% on the Friday and Saturday after every payday.
- Discounts on other Co-op products and services.
- Pension with up to 10% employer contributions.

<https://jobs.coop.co.uk/job/-/-/22964/4217188928?src=JB-10072&mediaGuid=fe2de7ad-3df7-4213-8e9c-80df3a1f353e&bidCode=8820b5d7-9aa5-4988-8cc9-9a3db5ce78bc>

**Role:** Kitchen Assistant  
**Company:** HC One  
**Location:** Tranent

#### About The Role

As a Kitchen Assistant at HC One, you'll value one thing above all. Kindness. It carries across every aspect of our Dementia, Nursing, Residential and Specialist care homes. Every single person who works here understands that our residents are people just like them with their own stories to tell.

#### *About You*

For you, that will mean helping to prepare and serve nutritious, healthy meals that our residents will love. You'll demonstrate the highest standards in cleanliness, food safety and hygiene. And, whether you're maintaining food supplies and fridge/freezer temperatures, showing new starters how to use the equipment or scrubbing that last bit of spilled food from inside the oven, you'll always have resident wellbeing in mind above anything else.

Ideally, you'll have some kitchen experience, but what's for certain is that you'll have either an NVQ2 in Catering or Food Preparation or the willingness to study for one. Great record keeping and organisational skills will be essential, as will the ability to follow recipes.

<https://apply.hc-one.co.uk/vacancies/22121/kitchen-assistant.html?source=Indeed>

#### **Contact:**

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