

**Hedley Centre breakfast cook / housekeeper (Part/Time)**

<b>Aim</b>	
To prepare / serve breakfast to residents and housekeeping duties.	
Reports to	Operations Manager

<b>Vindolanda</b>	
Post title	Breakfast Cook and housekeeper (Seasonal Post)
Place of work	Hedley Building, Vindolanda
Rate of pay	£8.35 per hour
Holiday Entitlement	8 Days * 3 Days to be taken between 15,16,17 <sup>th</sup> Aug or 22,23,24 <sup>th</sup> Aug
Days of work	Thursday, Friday & Saturday (3 days)
Hours of work	April to September
	7.00am-3.00pm
	16 Hours per week.
Start Date	Friday April 4 <sup>th</sup> 2019
End Date	Saturday 21 <sup>st</sup> September 2019

<b>Responsibilities</b>	
<p>The key duties for these posts are:</p> <ul style="list-style-type: none"> <li>• Prepare and serve breakfast for residents of Hedley accommodation ( Approx. 8 people)</li> <li>• Clear after service.</li> <li>• Assist Cook to maintain stock levels of food ( Update order sheets)</li> <li>• Arrange and carry out cleaning of 7 bedrooms, including fortnightly preparation for new guests.</li> <li>• Maintain clean common areas within building, assisting full time Cook / Cleaner with cleaning schedule.</li> <li>• Occasional additional hours may be offered as required by demands of day booking within the Hedley facility.</li> <li>• Ensure Food Hygiene requirements are met.</li> <li>• Assist with Laundry duties for Hedley Centre and Vindolanda Trust cottage.</li> </ul>	

Terms of contract	Fixed term seasonal contract.
Staff Training days and other training	On the job training in March / April (to be arranged)

### **Personal Specifications**

An enthusiastic, responsible Individual with the ability to work with little supervision is required to join the team at the Hedley Centre. Highly motivated person with cooking / cleaning experience preferred. An understanding of Food Hygiene and Health and Safety regulations would be advantageous although full training will be provided. Ability to maintain a very high standard of cleanliness within hotel environment is essential. No specific qualifications are required for this role.

#### **Notes for all Customer Service Vacancies:**

Please note that the majority of Vindolanda Trust customer service staff and designated managerial staff are required to work at least one weekend day per week.

If you are interested in working in customer service for The Vindolanda Trust but require more flexible options, you are welcome to contact Colin or Fiona by telephone for informal discussions.

Applicants with disabilities who are able to meet the basic requirements will be offered an interview.

#### **Dress Code**

All seasonal staff required asked to adhere to the Vindolanda Trust dress code and to wear the items of uniform provided.

#### **Employees Handbook**

All staff are required to abide by the policies contained within The Employees Handbook. Details are fully explained at the above training days.

#### **Extra Days**

Staff who work less than 5 days per week must agree to work an extra 6 days per season, if requested by senior staff, and with due notice.