Recruitment Pack



EAST RENFREWSHIRE COUNCIL

CATERING ASSISTANT

ERN06109

EXTERNAL

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Advertisement
Job Description
Person Specification

This Recruitment Pack should contain all the information you require to complete your application.

ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Catering Assistant
JOB STATUS:	Part Time / 52 Weeks & Part Time/Term Time (39 Weeks)
DURATION:	Permanent
NUMBER OF VACANCIES:	Multiple
GRADE:	2
39 WEEK HOURLY RATE:	£12.0923 - £12.2816
52 WEEK HOURLY RATE:	£14.12- £14.27
HOURS PER WEEK:	Various (Part Time)
LOCATION:	Various Locations throughout East Renfrewshire

You will undertake basic preparation of food and beverages, simple cooking, general kitchen and dining room duties, including serving customers, cash handling, washing up, setting up and clearing away equipment and tables and cleaning of the kitchen, its surrounds and equipment.

You should preferably have catering/kitchen experience, although training will be provided.

If you would like a paper copy application form, please contact facilities management on edfacilitiesmanagement@eastrenfrewshire.gov.uk or 0141 577 3575.

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On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

East Renfrewshire Council has launched a new 15 year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note East Renfrewshire Council does not provide Visa sponsorship.

As an employer, we are committed to promoting and protecting the physical and mental health of all our employees.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the

attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 29 March 2026

You will be contacted by facilities management to arrange a date for interview.

If you would like an informal discussion about the post, please contact Nicky Joiner, Catering Co-ordinator, on 0141 577 3308 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver they will be guaranteed interview.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Education
Division/Section:	Facilities Management
Job Title:	Catering Assistant
Responsible to:	Catering Manager
Grade:	2
Date Revised:	October 2010
Principal Functions:	Undertake duties connected with the preparation, simple cooking and serving of food.
Main Duties:	Preparation of food and beverages, for example vegetables and snacks.

Transporting and serving of meals.

General kitchen and dining room duties, including washing up, setting up and clearing away equipment and tables.

Cleaning of the kitchen, its surrounds and equipment.

Duties may include cash handling.

All duties must be carried out to comply with the Health and Safety at Work Act; Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; Codes of Practice; and established local authority procedures.

All duties will be carried out in the working conditions normally inherent in the particular job.

Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Where appropriate it will be required to wear any uniform or protective clothing.

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To accept any training to facilitate the undertaking of duties for jobs up to and including the grade for the post.

To assist in providing the appropriate experience/training for similarly graded employees.

Other duties arising from the use of the premises commensurate with the grading of the post.

East Renfrewshire Council catering service provides a multi-cultural and life style menus, all catering staff must be able to carry out relevant food preparation and service delivery of all associated dishes. In the catering assistant position, there is simple preparation of all types of foods, and the role includes the handling of fresh ingredients such as meat, fish, eggs, other dairy products, bread products, fruit and vegetables during each shift.

PERSON SPECIFICATION

POST OF: Catering Assistant GRADE: 2		SERVICE: Facilities Management DEPARTMENT: Education	
ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS Elementary Food Hygiene		✓	Verification of Qualifications
RELEVANT WORK/ OTHER EXPERIENCE Catering/kitchen experience		✓	Application Form
SKILLS AND ABILITIES Cash Handling Simple Cooking		✓ ✓	Application Form
PERSONAL QUALITIES Good Communicator Able to work well within a team	✓ ✓		Interview

ADDITIONAL JOB REQUIREMENTS			