

Relief Centre Assistant

Kirkwall and St Ola Community Centre and Town Hall

At a glance:

Grade: C

Pay: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Work as part of the centre team primarily in the café serving the public, preparing, cooking and serving food and beverages, cleaning the kitchen areas. Also setting up and clearing meeting and conference rooms within the complex.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Prepare, cook and serve food according to the standards laid down within the St Magnus Café.
Check deliveries against orders and advise management of any shortfall.
Serve members of the public.
Clean areas of the café.
Comply with the café's policies and procedures.
Advise management of any equipment failures.
Comply with legal requirements of Food Safety Act.
Set up and clear the various rooms within the complex.
Cash handling and reconciliation.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Experience of dealing with the public.

Requirements of the Role

Disclosure/PVG:	None	Convictions to Declare:	N/A
Politically Restricted Post:	No	Sponsorship:	No