



**EXTERNAL JOB VACANCY**

<b>Job Title</b>	Canteen Assistant		
<b>Job Type</b>	Permanent		
<b>Hours of Work</b>	20 hours a week 10.30 till 2.30 Monday to Thursday 8.00 to 12.00 on Friday Able to cover in supervisor's absence whenever possible which may be a short notice	<b>Salary</b>	Dependant on experience
<b>Reporting Direct To</b>	Canteen Supervisor	<b>Dept. Head</b>	Production Manager
<b>To Apply</b>	Interested parties should submit their covering letter and c.v. to the HR Department. <a href="mailto:GRLHumanresources@laneshealth.com">GRLHumanresources@laneshealth.com</a>		

**Closing Date for Application:** 01<sup>st</sup> December 2023

**POSITION OVERVIEW**

Day to day duties helping the canteen supervisor with all aspects within the canteen

**MAIN TASKS AND KEY RESPONSIBILITIES**

- To adhere to the 'Safer Food Better Business' standards.
- Food preparation & Cooking
- Till work
- Buffet preparation for Meetings
- General canteen cleaning.
- Basic food preparation.
- Knowledge of food storage and food rotation.
- Recording of all temperatures.
- Working various areas of the site as directed by the Production Manager
- Observe and abide by all company rules and procedures as laid down in the Employee Handbook including the Health & Safety at Work Staff Hygiene Handbook.
- Able to cover additional hours in the absence of supervisor for holidays and possibly sickness

Any other duties as is deemed necessary for which you have been trained or have suitable experience or can be trained.

**SKILLS / ABILITIES**

**Competencies**

- Food and hygiene certificate an advantage but can be provided

**Personal**

- Adaptable & flexible approach to working that can work under the demands of a busy canteen.
- Able to work additional hours in the absence of supervisor
- Able to work on own at times.
- Capable of communicating with all levels of staff.
- Friendly manner and flexible, when required.

**Benefits**

- 24 days holiday less 2.5 for Christmas shut down
- Employee assistance programme
- Above & Beyond award
- Employee referral scheme
- Various company function
- Onsite canteen

**After successful completion of probation**

- Cycle to work scheme
- Employee contributed Medicash scheme
- Able to join Group personnel pension scheme with a 4 times death in service benefit if you join within 1 month