



HOUSE OF COMMONS

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Steward
Campaign Type:	External
Payband:	CGE
Pay range:	£4,037.46 per annum (FTE £19,649 annum)
Team:	In House Services
Section:	Catering
Reports to:	Back of House Manager
Number of posts:	1
Hours:	Minimum of 7.5 hours per week (with the possibility to work more hours during busy periods)
Contract type/ duration:	12 month Fixed Term Contract
Issue date:	26/11/18
Closing date:	14/03/19 6:00pm

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The In-House Services team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons.

Catering Services aim to deliver the best quality service with an enthusiastic and professional team for the benefit of all our customers. We are responsible for the efficient operation of the House of Commons catering facilities within the agreed financial framework.

Job introduction

This role assists the Stewarding Supervisor in all stewarding related matters in the back of house areas concerning food and beverage equipment. You will need to adhere to all Departmental Food, Health and Safety policies at all times.

Key stakeholder relationships

Day to day contact with all levels and grades of staff within the Catering Department.

Management responsibility

None

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

The contract offers a Guaranteed 7.5 hours per week. There will be the opportunity to work additional hours when there is a business need if desired.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact Recruitment@parliament.uk or 020 7219 6011.

Application and selection process

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Key responsibilities

Hygiene, maintenance and health and safety duties

- At all given times ensures that all work areas are hygienically clean and free from dirt and debris.
- Informs the Supervisor when chemicals are needed for replacement in given areas for cleaning purposes.
- The cleanliness of all silverware, glass, cutlery, china and other equipment as required.
- Ensure clearing trolleys are used for loading or unloading and are cleaned properly and used for all cleaning products in and around the outlets.
- Returns clean or dirty equipment to its respective areas.
- Take requisitions to the appropriate kitchen stores as required.
- To ensure that all refuse is removed when necessary on transport provided to the proper areas. All bins are sanitised and also the appropriate areas with the correct chemical before being replaced in all refuse areas and food outlets.
- At each ending of the shift all the above duties are adhered to, ensuring clean and safe outlets.
- Maintains a safe and hygienic work environment at all times.
- Ensures all chemical products and related equipment are stored appropriately within legal requirements.
- Floor Cleanliness.

Team work and development

- Attends appropriate training courses as required.
- Practises good relationships and colleague communication with all employees.

Other duties

- Assists in minor food preparation when required
- Duties may vary in accordance with the operational requirements of the catering outlet where the post holder is based.

Qualifications:

The following qualifications are desirable for this role:

Foundation Food Safety (or equivalent)

Manual Handling & Safety in the Workplace

Foundation Health & Safety

SKILLS AND EXPERIENCE	APPLIC ATION	TEST/ EXERCIS	INTERVI EW
CRITERIA 1 Ability to deliver a high quality service in line with the Directorates objectives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Good communication and interpersonal skills, both written and oral. Able to build effective relationships at all levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Excellent customer service skills, with the ability to respond quickly to customer needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Must have a sound understanding of current food hygiene and health and safety practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Must be able to undertake regular manual handling tasks as part of their daily work routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>