



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Back of House Assistant
Campaign Type:	Concurrent
Payband:	CGE
Pay range:	£11,843.23per annum (FTE £19,649)
Team:	In-House Services
Section:	Catering Services
Reports to:	Head Storekeeper
Number of posts:	1
Hours:	22 hours per week
Contract type/ duration:	Permanent
Issue date:	14 November 2018
Closing date:	2 December 2018 at 23.55

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK's "Mother of all 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

The Back of House Assistant role is a flexible support role, assisting the Tothil Street team with all duties that comprise the purchasing and stores function and also some general cleaning duties; it is envisaged that the role will include duties such as the unloading, checking in of goods against invoices and temperature control, decanting, and storage of goods as part of the goods receiving processes, and will also involve the issuing and transportation of goods in line with stores procedures. The role is also responsible for cleaning and tidying designated purchasing and FOH areas throughout the day in line with safe and hygienic standards for food receipt and storage, and also some washing up duties from time to time. The post holder will need to be flexible in their approach and will likely be required to carry out

additional departmental duties in order to meet the needs of the business.

Key stakeholder relationships

The post holder will need to work closely with the Tothil Street team and also with the Purchasing and Stores team throughout the Parliamentary Estate to ensure the smooth running of the operation. The Tothil Street Team is managed by Katie Elliot and the Purchasing operational team by the Head Storekeeper (CGC).

Purchasing and Stores is a service that supports the wider catering department and the post holder will also develop key relationships with chefs, front and back of house supervisors, stewards, and venue and kitchen porters from other sections.

In assisting with the intake of goods, the Purchasing Porter will be in regular contact with delivery personnel and catering suppliers.

Management responsibility

None

Location

This post will be located in Tothill Street but the postholder may be asked to work in other areas on the Parliamentary Estate.

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

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

The net working hours will be 20 per week and the usual working days will be Monday to Friday. This excludes any breaks (further details can be found in the Staff Handbook). Exact times of attendance each day will be agreed with line management. The House of Commons reserves the right to change the start and finish times.

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

- To assist in all duties necessary to carry out the purchasing and stores function; primarily the role will include the unloading, checking, decanting, and storage of foodstuffs and non-perishable goods as part of the goods receipt process in line with safe food handling and due diligence guidelines.
- To assist supervisors in the checking-in of deliveries according to freshness, specification, and the prescribed quantities, ensuring that discrepancies are promptly reported.
- In line with our Food Safety Management System, ensures that goods are decanted appropriately into the correct designated boxes ready for storage and distribution to outlets referring to pick lists.
- Completes all necessary temperature logs and goods receipt logs as directed on a daily basis.
- Assists with the picking, issuing and transportation of goods as part of the stores process and making-up of orders for venues
- Responsible for maintaining the cleanliness of all purchasing and stores areas in Tothil Street including the stores, fridges, freezers, floors, walls, and any adjoining corridors or stairwells deemed to sit within the departmental remit.
- Responsible for the cleanliness and upkeep of all purchasing equipment including trolleys, boxes, probes and shelving etc. in line with COSHH regulations and food safety as instructed by the area supervisor.
- May be required to assist with the collection of goods from other outlets, stores or buildings as appropriate.
- Assists with cleaning of FOH areas, and washing up duties.
- Duties may vary in accordance with operational requirements and in accordance with the needs of the business.
- You will also be expected to observe the following policies and procedures at all times whilst on duty:
 - The Catering Grooming Policy
 - Health, Safety and Security procedures
 - Departments Food Safety Policy
 - Gift Handling Policy
 - Cash Handling Policy
 - Departmental Policy on reporting absence and late arrival to work

As a Minimum, the Post Holder will also be Expected to:

- Wear the clean and correct uniform at all times including any PPE (Personal Protective Equipment) issued.
- Never remove or allow to be removed any item of stock from the workplace without appropriate documentation or authorisation
- Observe all health, safety, hygiene, and security procedures and conforms to the department's policies and procedures at all times
- Ensure that the Purchasing and Stores areas are kept hygienically clean and tidy at all times
- To attend all mandatory training courses and any courses proposed by departmental supervisors that may be deemed appropriate to assist personal development

Qualifications:

ESSENTIAL

Basic Food Hygiene

Foundation Food Safety (or equivalent)

Manual Handling & Safety in the Workplace

DESIRABLE

Food Safety Level 2

Intermediate Food Hygiene

HACCP and Food Safety (or equivalent)

SKILLS AND EXPERIENCE	CV AND SUPPORTING STATEMENT	TEST / EXERCISE	INTERVIEW
CRITERIA 1 Good knowledge of a wide range of food and beverage products including a good understanding of acceptable quality standards and an awareness of specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Have a good understanding of safe and hygienic practices for the receipt, handling and storage of all goods in particular rules relating to allergens and contamination, to ensure that products are managed in a safe way	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Effective communication and interpersonal skills, able to maintain professional integrity at all times when speaking with colleagues and suppliers.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Ability to integrate with colleagues and foster a positive working environment whilst embedding the principles of Equality, Diversity, and Inclusion. Able to support and guide others working in their respective area.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Ability to undertake regular manual handling tasks on a regular daily basis in what is a physically demanding role	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>