

Dear Applicant

**Re: Request for Application Pack**

Thank you for your enquiry in response to our recent advertisement.

I am pleased to enclose your application pack. The job description and person specification outline the main responsibilities of the post and the skills, experience and knowledge, which we are looking for in the postholder.

This job is classified as having access to children or vulnerable adults. If your application is successful, we will check your suitability with the Criminal Records Bureau. They will carry out an Enhanced check and use information held on the Police National Computer, lists maintained by Government Departments and information from individual Police Forces. Having a criminal record may not be a bar to being employed by the Trust.

To ensure that your application will be considered, please return your completed form by the closing date.

Thank you for the interest that you have shown in working for Tameside Sports Trust.

Yours faithfully

Human Resource Section

**CASUAL LEISURE ATTENDANTS (BAR/CATERING)**

**The Copley Centre and Hyde Leisure Pool**

**£6.38 per hour**

Please quote ref: TST 231

The Copley Centre (Stalybridge) and Hyde Leisure Pool require Casual Leisure Attendants (Bar/Catering) mainly for evening and weekend work (plus daytime work during the school holidays).

Working as a member of the team, you will be responsible for assisting in the provision of an efficient and hygienic catering service to customers. Duties include the preparation and service of food and drinks and general cleaning duties.

You will have previous experience of working with the public in a paid or voluntary capacity, food preparation and presentation skills and be able to work as part of a team.

Hours of work - mainly weekends and evening work (plus school holidays) on a casual basis.

Closing date: Please return your application form as soon as possible.

**Applications are particularly welcomed from Afro/Caribbean/Asian people and from disabled people who are currently under-represented in this area of the Trust.**

## **CONDITIONS OF EMPLOYMENT**

### **CASUAL LEISURE ATTENDANT (BAR/CATERING)**

#### **HYDE LEISURE POOL** **THE COPLEY CENTRE**

**PAY:** £6.38 per hour. Paid on a weekly basis directly into a Bank or building society account.

**UNION MEMBERSHIP:** The Sports Trust has a Union Membership Agreement with the appropriate Trade Union (s) covering the occupation to which your application relates. Further details can be obtained from the officer responsible for your employment.

**MEDICAL FITNESS:** Confirmation of medical fitness is a condition of employment. A medical examination is arranged with the Occupational Health Physician.

**HOURS OF WORK:** Mainly evening and weekend work (Plus work during the school holidays), on a casual basis.

**LOCATION:** Hyde Leisure Pool, Walker Lane, Hyde.  
The Copley Centre, Huddersfield Road, Stalybridge

**HOLIDAY ENTITLEMENT:** 5.6 Weeks per holiday year.

Successful candidates will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau.

Tameside Sports Trust has a No Smoking Policy

**TAMESIDE SPORTS TRUST**  
**JOB DESCRIPTION**

**JOB DESIGNATION:** LEISURE ATTENDANT – (BARS/CATERING)

**POST NO:**

**DATE:** March 1991  
Amended June 1999

**POST OBJECTIVE:** To ensure that all catering and ancillary areas are maintained to a high standard of cleanliness and hygiene; to prepare, offer and serve food and beverage for sale and to account for money taken, in accordance with laid down procedures; to provide an efficient catering service to facility users.

**DUTIES:**

1. To ensure that all catering and ancillary areas are cleaned to the highest standards and maintained in a safe and hygienic condition.
2. To ensure that food and refreshments are prepared and served safely and hygienically.
3. To prepare facilities, equipment, food and beverage in accordance with the requirements of the user.
4. To receive income for goods and services in accordance with Financial Regulations and Accounting Instructions.
5. To use such equipment as is provided for the operation of the catering/bar service.
6. To collect and wash glasses and crockery etc.
7. To deal with the public and maintain good public relations.
8. To comply with the Health and Safety at Work Act, Trust Safety Policies and Codes of Safe Working Practices.
9. To restock vending machines.
10. To carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**TAMESIDE SPORTS TRUST**

**PERSONNEL SPECIFICATION**

Designation: LEISURE ATTENDANT (CATERING/BAR) Post No (s) \_\_\_\_\_

<u>Personal requirements of a successful postholder</u>	<u>Category</u>	<u>Method of Assessment</u>
1. Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)		
BASIC FOOD HYGIENE CERTIFICATE	D	A
2. Experience		
FOOD/BEVERAGE PREPARATION/PRESENTATION	E	A/I
HANDLING CASH	D	A/I
DEALING WITH THE PUBLIC/CUSTOMER RELATIONS	D	A/I
CLEANING TECHNIQUES/ROUTINES	D	A/I
HEALTH & SAFETY PROCEDURES	D	A/I
USE OF ELECTRONIC TILLS	D	A/I
3. Skills		
VERBAL COMMUNICATION	E	I
ABILITY TO RELATE TO/DEAL WITH THE PUBLIC	E	I
FOOD PREPARATION/PRESENTATION /HYGIENE	E	I
ABLE TO WORK AS PART OF A TEAM	E	A/I
PERSONABLE/PRESENTABLE	E	I
ADAPTABLE/FLEXIBLE	E	I
NUMERATE	E	I

	<u>Category</u>	<u>Method of Assessment</u>
4. Knowledge		
OPERATION OF BAR/CAFE	E	A/I
CUSTOMER CARE	E	I
HEALTH & SAFETY PROCEDURES	D	I
CLEANING ROUTINES/TECHNIQUES	D	I
OPERATION OF COMMERCIAL KITCHEN EQUIPMENT	D	A/I
CASH HANDLING/ACCOUNTING PROCEDURES	D	A/I
5. Work Related Circumstances		
WILLINGNESS TO WORK UNSOCIABLE HOURS	E	I
6. Equality		
A GOOD UNDERSTANDING OF THE EQUAL OPPORTUNITIES POLICY	E	I

**For Information:**

Category

- (E) Essential Requirement without which the candidate would be unable to carry out the duties of the post.
- (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

- (A) To be assessed from information provided on the application form.
- (I) To be assessed at Interview.
- (T) To be assessed by Selection Test.

\* To training/qualifications identified above must be undertaken and obtained during the first 6 months of employment.

## **Working for Tameside Sports Trust**

Information about employment with Tameside Sports Trust, including training and career development.

### **Induction Training**

All new staff are given induction training and job specific training upon commencement with the Trust. This training is designed to ensure that all staff are familiar with their new work location and job role. Additionally training will include conditions of employment, health and safety, customer care and equality and diversity.

### **Career Development**

As part of our commitment to offering opportunities for development all staff have an annual appraisal with their manager. At this meeting your ongoing and future training needs are discussed and planned for the forthcoming year.

The appraisal process forms the basis of our annual Training Plan and underpins the principles of "Investors in People".

If promotion does not appeal to you, there are many opportunities to increase the variety of your work through training in other job roles.

### **Holiday Entitlement**

Your entitlement for a full holiday year - With effect from 1.10.07 – 4.4 weeks for a full holiday year.

With effect from 1.4.08 – 4.8 weeks for a full holiday year.

With effect from 1.4.2010 – 5.6 weeks for a full holiday year.

Holiday year is from 1<sup>st</sup> April to 31<sup>st</sup> March.

### **Statutory Sick Pay Scheme**

Dependent upon your level of earnings, you may qualify for Statutory Sick Pay.

### **Staff Suggestion Scheme and Staff Award Scheme**

Our staff suggestion scheme encourages staff to contribute to the development and improvement of our business and our staff award scheme recognises the contribution of those who have gone beyond what is expected of them.

### **Free Use of Tameside Sports Trust Facilities**

Once you have completed 6 months service you are eligible for a staff pass which entitles you to use our facilities free of charge. There are conditions attached to the use of facilities and use during peak periods may not always be possible.

Arrangements can normally be made with your facility manager for use of specific facilities at your place of work (eg. pool), upon commencement as it is in our interests and yours to maintain a good standard of health.

### **Work-life Balance**

We offer a range of initiatives aimed at responding to the needs of our employees in respect of their personal commitments and circumstances. Arrangements such as job share, reduced hours and unpaid leave may be available dependant upon the nature of the job and the needs of the service.

# Tameside Sports Trust

## Equal Opportunities & Diversity Policy Statement

### THE POLICY

Tameside Sports Trust is striving to be an effective Equal Opportunities Employer. The purpose of this policy is to provide opportunities to all in employment irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time, temporary or casual will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### COMMITMENT

The policy will be implemented within the framework of relevant legislation which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
  - Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999) (Indirect Discrimination & Burden of Proof Regulations 2001)
  - Race Relations Act 1976 (Race Relations Amendment Act 2000)
    - Disability Discrimination Act 1995
    - The Protection from Harassment Act 1997
      - Human Rights Act 1998
      - Employment Rights Act 1996
  - The Disclosure of Criminal Backgrounds Regulations 1988
    - The Asylum and Immigration Act 1996
      - Data Protection Act 1998
      - Public Interest Disclosure Act 1998
  - Employment Equality (Sexual Orientation) Regulations 2003
  - Employment Equality (Religion or Belief) Regulations 2003
    - Employment Equality (Age) Regulations 2006
      - Civil Partnership Act 2004
      - Work and Families Act 2006

Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities and diversity in the workplace is good management practice and makes sound business sense. The principles and practices outlined in this policy will also extend to our partners and our customers in relation to the services we provide to the equal treatment of members of the public and equal opportunities with regard to the use of the facilities.

As employers we are liable for our employees' discrimination, both in terms of other employees, applicants and members of the public, if this occurs in the course of their employment. In order to pre-empt this it is necessary to make all employees aware of the policy and to take action to prevent discrimination at all levels. As such, no member of the public should be treated less favourably on the grounds of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status or social class.

### PUTTING THE POLICY INTO PRACTICE

This statement is given to all employees and applicants. All staff on interview panels are trained on equal opportunities issues. Job applicants are encouraged from under represented groups. Adaptations will be provided where appropriate to meet the needs of disabled employees.

### THE POLICY AND YOU

All employees are responsible for implementing the Trust's equal opportunities policies. It is important that all individuals who are employed by the Trust appreciate they have responsibility and a role to play in the provision of equal opportunities.

Providing Sport, Leisure and Recreation Opportunities in Tameside  
in Partnership with

