

# Evening Catering Assistant - 2025

Maes y Nant, Marchwiel, Wrexham.

Catering Assistants are appointed to assist with the overall smooth running of the kitchen at Maes y Nant activity centre.

## Typical Shifts

Typical shifts would be working from 2.00 pm to 10.30 pm on Tuesdays and 12.00 pm to 8.00 pm on Wednesdays.

## Days worked

Working Tuesdays and Wednesdays, generally in school term time, 36 weeks a year

This contract will involve working 36 Tuesdays and Wednesdays throughout the year, generally in school term time, with 12 weeks off.

## Additional days off under annualised hours pay system

Robinwood works on an annualised hours system which means that staff get a regular amount of pay each month based on their average hours per week over the course of a year. All Robinwood staff get 6 weeks of paid holiday but, as a result of working higher hours during operational periods, we are able to offer significantly more than 6 weeks off in a year.

## Contracts working an average of 14 hours per week

Working an average of 14 hours a week, with 6 weeks paid holiday (ie. 46 working weeks) amounts to  $14 \times 46 = 644$  hours to be worked over the year.

The centres are closed for 12 weeks a year, so the 644 hours are divided by 40 (operational) weeks = 16.1. Therefore, actual working hours are around 16.1 each week.

## Hourly pay rate and other benefits

Pay for Support Assistants at Maes y Nant is £12.50.

All Robinwood staff who work through to the end of the financial/calendar year, receive a profit bonus based on the profit achieved.

Free food is also provided when working.

## Responsibilities held by Catering Assistants

The responsibilities could include, but are not restricted to, the following and may be dependent on experience, qualification and training.

To complete work as required by the person in charge the catering shift, which will generally involve a series of specific tasks agreed in advance and forming a standard set of duties for that shift.

To assist with basic food preparation as required to prepare meals for children and accompanying adults attending Robinwood courses.  
To serve meals to children and accompanying adults attending Robinwood course, completed in good time whilst maintaining a good atmosphere and environment in the dining room.

To maintain a good, friendly, customer focused relationship whilst on catering shifts with adults accompanying groups and with children attending Robinwood courses, offering assistance and supervision if the situation arises.

To assist in the provision and basic preparation of meals for Robinwood staff. This will generally involve putting food out in the self service staff dining room area and clearing away in this area after meals.

To clean the kitchen and kitchen appliances as required. To clean the dining room and any other areas for which the catering team takes responsibility. To ensure a good standard of presentation in the dining room. Cleaning will be required every catering shift, but there will be other occasions when more thorough cleaning is also scheduled.

## Responsibilities held by Catering Assistants

To work as a good team member on catering shifts, being supportive to other members of the catering team and Robinwood staff team as a whole.

To ensure high standards of hygiene are maintained in the kitchen and dining room at all times. To maintain all appropriate records for hygiene purposes, including temperature records and cleaning check-lists.

To ensure high safety standards are maintained throughout, in particular in relation to the provision of food for children with allergies and other special dietary requirements.

To assist with stock checks as required.

Actual shifts and duties carried out will be discussed and agreed with the centre manager prior to the job starting.

To fulfil the values of Robinwood as follows:

- We are enthusiastic and positive.
- Through supporting each other we achieve more as a team.
- We see through the eyes of our customers and provide excellence.