

Vacancy Newsletter

10th September 2021

east lothian
works

Role: Various
Company: Drift
Location: North Berwick

Drift in North Berwick is looking for applicants for roles detailed below.

Commis Chef

To aid brunch and lunch service showing excellent attention to detail. Work as part of a team to prep for both menus and lead the kitchen on individual days where required.

KP and Kitchen Team Member

To operate the ware washing area efficiently to keep on top of all dishes coming from both the kitchen and FOH areas.

The role will also include time spent working on the hot food section in the kitchen making hot rolls for both FOH and the Drift takeaway trailer. Standards of cleanliness will need to be upheld at all times.

Front of House

Working in a direct customer facing role to take orders and serve customers.

Ability to work within a team showing initiative and having the confidence to deliver a high level of customer service is preferable. The candidate would be expected to develop a good understanding of the Drift ethos including the origin and story behind all menu items and deliver these to the customer.

Main duties will include:

- Daily set up and close down
- Seating customers and talking them through menu/specials
- Taking customer orders and processing payments using the POS systems
- Serving items and clearing of tables, maintaining a clean and tidy area
- Making coffees and drinks if required
- Communicating efficiently with Management and kitchen teams.

Application

To find out more about these positions please email: Joanna McNicol at jo@driftalong.co.uk

These positions will be funded through Young Person's Guarantee and therefore have particular requirements for the applicants. Applicants must be:

Aged 16-24, Live in East Lothian

Be currently unemployed

Role: Modern Apprentice, Payroll
Company: East Lothian Council
Location: Haddington

Days and Hour of Work: Monday-Friday, 09.00-17.00

Rate of Pay

Under 18 years:	£4.62 per hour
18-20 years:	£6.56 per hour
21-24 years:	£8.36 per hour
25+:	£8.91 per hour

As part of East Lothian Council's 'Support for Employability' commitment to promote youth opportunities in the County, this post is open to those who are aged 16 – 19 and reside in East Lothian. (For those who are disabled or care-experienced, this is extended up to and including age 29). You will be asked to confirm you meet this criteria when you complete the application form.

All candidates indicating in their application that they are from a care experienced background, or have a disability are guaranteed an interview if they meet the minimum essential criteria required for the job (as per the Person Specification). This opportunity is fixed term for 18 months.

Job Details

To undertake a Modern Apprenticeship Business Administration Level 3 and provide an efficient and effective administrative support to Payroll.

Please download the Job Outline/Person Specification (available under 'Job Attachments') for the full range of tasks and duties associated with this job. You will need to refer to these in order to complete the application form. You must ensure you meet every 'essential' criteria stated on the Person Specification to be considered for interview.

Job Requirements

Relevant Qualifications

3 x National 4/5's or 3 x Standard Grades at General or Credit Level including Maths and English.

Disclosure

The preferred candidate for this position will be subject to a Basic Disclosure provided by Disclosure Scotland prior to a formal offer of employment being made by East Lothian Council.

Please note:

If you have spent more than 3 months working or living outwith the UK in the last 5 years then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the [GOV.UK](https://www.gov.uk) website.

If you require further information about this vacancy, please call 01620 827868, or email us on recruitment@eastlothian.gov.uk

[Modern Apprentice - Payroll - | East Lothian Council | myjobscotland](#)

Role: Trainee Childcare Assistant (Modern Apprenticeship)
Company: Azilo Training
Location: Musselburgh

This exciting opportunity is for a full-time trainee childcare assistant (Modern Apprenticeship) based in a well-established nursery situated on the bank of the River Esk in Musselburgh.

You will be learning all aspects of childcare practice. You will be allocated a designated training assessor from Azilo Training who will support and guide you through your Modern Apprenticeship Programme (SVQ Level 3 in Social Services, Children & Young People) allowing you to qualify as a childcare practitioner (Nursery Nurse)

This is a full time position Mon-Fri (with possible working shift patterns between 7.30am – 6.00pm)

Your role within the nursery establishment will include:

- All aspects of the nursery daily routine
- Providing quality care to children from birth to five years
- Administrative duties relating to the care of the children
- Being involved in planning and evaluating activities
- Developing your own skills & knowledge in effective child-care practice
- The role requires the successful applicant to be a positive role model and enthusiastic individual, good communicator and have a true desire in wanting to work with children.

Applications welcomed from candidates who possess three National 5's or three standard grades at Level 4 or above (one must be English) or Intermediate levels will be accepted. Exceptions may be made if applicants can demonstrate their practical abilities in this field.

Hours of work and rate of pay:

Hours of work and rate of pay are agreed by the individual employer. As a guide, a normal working week may be Monday – Friday, 35-40 hour per week and National Minimum Wage for an apprentice is set by the Government which is from £4.30 per hour.

The role will require the successful applicant to register with the relevant sector bodies including approval and registration with the PVG scheme.

To apply for this vacancy please submit a copy of your full CV. You must include your date of birth in your application for Modern Apprenticeship Funding purposes.

Please ensure that you can travel to the nursery in Musselburgh for an early morning start before applying.

Reference ID: 100921
Application deadline: 01/10/2021
Expected start date: 04/10/2021

COVID-19 considerations: Staff are required to wear face masks and follow COVID guidance within their childcare setting.

Application question(s):

- Have you had any experience working with children? (This could be volunteering in your local youth group, nursery etc).

Education: GCSE or equivalent (preferred)

Role: Despatch/Warehouse Team Member
Company: Alba Trees
Location: Macmerry

At Alba Trees we sell approximately 20 million trees per annum and are one of the largest suppliers to the landscaping, woodland and hedging sectors.

An exciting opportunity has arisen to join our dispatch team assisting with logistics. Your primary role will be to assist with collating and dispatching orders, ensuring that order information is recorded accurately. Attention to detail and an organised approach are essential attributes for success.

- *Are you self-motivated and comfortable using your initiative?*
- *Do you work in an orderly and methodical manner?*
- *Can you demonstrate flexibility and a willingness to support the team?*

This is a full time position (40 hours per week) and occasional weekend working may be required.

Salary: £9.05 per hour

Benefits:

- Company pension
- On-site parking

Schedule: Monday to Friday

Work remotely: No

Contact:

East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX

Tel: 01620 827262

Email: ELworks@eastlothian.gov.uk

