

Vacancy Newsletter

25th August 2023

east lothian
works

Company: Spotless Commercial Cleaning Ltd

Location: Musselburgh

Role: Administrator

Hours: Full-time (40 hours per week)

Salary: £23,000 per year

A fantastic part-time opportunity has arisen in Musselburgh within the Helpdesk team at Spotless Commercial Cleaning Ltd. Working within a team of five, reporting to the Helpdesk Manager, the successful candidate will assist in the daily running of the busy Helpdesk area, which includes administrative duties for various regional offices.

On a day to day basis your responsibilities will include:

- First point of contact for incoming telephone calls (external & internal)
- Liaising with other departments within the business, based across the UK
- Monitoring & actioning busy Helpdesk email inbox
- Managing workflow through the our App
- Preparation of client reports
- Key client account administration
- Client contract maintenance
- Using multiple in-house systems
- Vehicle fleet management (in the absence of Helpdesk manager)

Required Skills:

- Previous office based customer service experience is preferred
- Excellent communication skills
- Keen to work in a busy fun environment
- Strong organisational skills
- Good IT skills (in particular Excel)
- Team player

For more information, and to apply online, follow the link: [Indeed.com | Administrator](#)

Company: Drift
Location: North Berwick
Role: Kitchen Porter / Assistant

Hours: Full-time (35 hours per week)
Salary: £7.83 per hour (plus monthly tips)

We are looking for a new KP and Kitchen Assistant. Ideally this would suit a school leaver or young person looking to embark on employment within a commercial kitchen. Opportunities are there to gain further qualifications working primarily to start with as a Kitchen Porter. This allows the team member to gather skills in multi-tasking, being organised, stock control and keeping the area clean to HCAPP standards. As confidences grow we then encourage working more within the kitchen environment to prep food and cook starting with our basic rolls.

The role would be a full time job offering around 35 hours per week with pay determined on experience and age but not falling below £7.83 per hour.

Skills

- Being physically fit
- Be able to work quickly and efficiently
- Manage stress levels particularly during busy spells
- Be able to follow instructions and recipes
- Have motivation and enthusiasm for food
- Communicate effectively within the team
- Keep an eye for detail, cleanliness and health and safety
- Maintain a positive and respectful attitude

Operational Duties and Responsibilities

- **Kitchen Porter Area:** Main responsibility to quickly and efficiently wash all dishes through the dishwasher and put away dishes in the correct place, using time management and organisation.
- **Kitchen Operation:** Assist per instruction to prepare and present menu items, including trailer menu, whilst maintaining a clean and safe work station.
- **Delivery Organisation:** Assist with keeping an eye on stock levels and communicate with the senior chefs for ordering, organise and put away deliveries complying with HCAPP regulations to all food products i.e. stock rotation.
- **Storage Management:** Manage storage of all stock and ensure all ingredients are easily accessible, clean and kept tidy in line with HCAPP guidelines.
- **Clean As You Go:** Ensure all surfaces within the kitchen and KP areas are kept clean as per HCAPP guidelines, along with emptying full bins throughout the day.
- **End of Day Clean Up:** Thoroughly clean KP area and assist in cleaning down the kitchen to ensure they are ready for the following day. This includes waste removal, cleanliness of all kitchen surfaces and equipment.
- **Follow Instructions:** Follow all instructions given by the Senior Chefs, General Manager, Supervisor or Directors.
- **Work As Part of a Team:** Help other members of the kitchen team including other KP's if required to ensure smooth running of the day.

We have team members travelling from the Haddington area daily giving opportunities for car sharing. We are on the main 120 Eves Dunbar to North Berwick bus route; the bus stops directly outside the main entrance to Drift. There is a direct footpath from North Berwick with the 124 East Coast Buses stopping at Tesco, a 10 minute walk to Drift would follow.

For more information, contact Drift Director Joanna McNicol info@driftalong.co.uk

Company: Alanda's Scottish Seafood Grill

Location: Longniddry

Role: Counter Assistant

Hours: Full-time and part-time roles available

Salary: up to £11.00 per hour

Alanda's is a local, family owned business with multiple locations including our permanent mobile street food unit that sits on the Longniddry bents beach front just 20 mins outside the city of Edinburgh. The beautiful coast of Longniddry is very accessible by public transport with a bus stop right outside, a train station 5 minutes away and on-site parking availability.

We are looking to hire multiple counter assistants full time or part time/weekend work available. This position is permanent as we are open year round.

The job role will include:

- Taking customer orders using the till
- Making up customer orders
- Making hot drinks (barista training will be provided)
- General cleaning and keeping the unit organised at all times
- Replenishing stock throughout the day
- Working as a team, multi-tasking, and using initiative

Alanda's also attends many events throughout the year and has multiple shops so there is room for growth as an employee within the company.

For more information, and to apply online, follow the link: [Indeed.com | Counter Assistant](#)

Company: George Anderson and Sons

Location: Tranent

Role: Nightshift Loader and Packer

Hours: Full-time (shifts based over 5 nights)

Salary: £10.90 per hour

George Anderson is one of the leading supplier of fresh produce in Scotland, supplying hotels, restaurants, schools etc.

We currently require an enthusiastic reliable individual to join our nightshift team, who will be responsible for picking orders and loading vehicles for delivery.

- Previous warehouse work experience would be an advantage but not essential, all training will be given.
- 6 Months' probation period.
- Housekeeping and adhering to all Health and Safety policies.

This job requires manual heavy lifting and involves working in cold conditions from time to time.

For more information, and to apply online, follow the link: [Indeed.com | Nightshift Loader Packer](#)

Company: Bright & Beautiful

Location: East Lothian

Role: Cleaner

Hours: Full-time and part-time roles available

Salary: £10.42 per hour

Bright & Beautiful is an award-winning concept in domestic cleaning services, providing eco-friendly cleaning, tidying, laundry and ironing; with the highest standards of security and service! Our Domestic Cleaners are the face of our business and are experts at providing tailored housekeeping solutions.

Due to our continued growth, we are proud to announce the expansion of our team of Domestic Cleaners. We are recruiting for **FULL and PART TIME** staff covering East Lothian, South East Edinburgh and the surrounding areas.

Could this be the ideal role for me?

- We deliver dedicated housekeeping services to beautiful homes
- We believe in hiring positive, hardworking individuals who have high standards.
- It is important to us that every employee feels valued and recognised for their hard work

If you are looking to join a company that will reward your skills and dedication, working alongside a friendly, dedicated team of professionals - Bright & Beautiful is right for you.

We promote an inclusive team working environment so you will truly become part of the family.

As a Domestic Cleaner, you will have:

- A keen eye for detail
- Meticulous standards
- A positive and courteous attitude
- An energetic and efficient approach to work
- Be a great "people person".

For more information, and to apply online, follow the link: [Indeed.com | Cleaner](#)

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

Contact:

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

Tel: 01620 827262

Email: ELworks@eastlothian.gov.uk

