*The purpose of this information is solely to provide prospective candidates with details relating to the position and must not be construed as an offer or contract of employment.*

**KEY TERMS AND CONDITIONS OF EMPLOYMENT**

**role**

**catering assistant**

**PAY**

The hourly wage for this role will be up to £8.28 per hour depending on age.

**WORKING HOURS**

This is a part time zero hours post and shifts will be agreed with you on a rota basis. Centre opening hours are 9-5pm Monday to Friday and 9-6pm Saturday and Sunday.

**LENGTH OF CONTRACT**

This is a fixed term post until 6th January 2020.

**LEAVE**

The Company’s holiday year runs from 1st January to 31st December. Annual leave entitlement is 28 days; this allocation includes 8 bank holiday days. If you work part-time you will receive this allowance pro rata.

**PENSION**

The successful applicant will be auto-enrolled in to the Company's pension scheme. More details about the scheme and contribution rates are available from the Company upon request.

**DEATH IN SERVICE**

Death in service cover is provided at three times annual salary.

**LOCATION**

The post is based at Attenborough Nature Centre.

**PROBATIONARY PERIOD**

A probationary period of one month applies, during which new employees are expected to demonstrate their suitability for the post.

**EQUALITY AND DIVERSITY POLICY**

The company is committed to the promotion of equal opportunities. A copy of the Company’s Equality and Diversity Policy is available on request.