

**Job Opportunities**

**Chicksands**

**From mid/end June**

**The charity CESSAC[[1]](#footnote-1) is looking to recruit a part-time Manager and 2 part-time catering assistants.**

CESSAC works with the military community and the Armed Forces charity sector to provide homely, alcohol-free catering facilities to enhance the welfare for Service personnel and their families. It operates in a number of locations in the UK and abroad.

Our new café in the Gilbertine Centre, part of the base at Chicksands, will open towards the end of June and trade from Mon to Fri 9:15am to 2:00pm. Being a new opening, flexibility is required as hours might change slightly.

**Job Opportunities**

**Manager**:

To oversee the smooth-running of the Café, ensuring customers’ expectations of food, beverage, product availability and customer service are met and the unit operates to its full potential.

Previous hospitality/catering experience is essential. Staff/general management experience is also desired alongside cash handling and stock control. Some basic administrative duties such as cashing up, banking, raising payments, preparing the rota and monthly timesheet are also involved.

This role will be supported by a couple of catering assistants.

The successful applicant will actively engage with CESSAC staff, volunteers and military staff at the café.

We offer:approx 26 hrs per week Mon-Fri 9m to 2:30pm approx.; pay rate between £13.00 and £13.60 per hour depending on experience; 5.6 weeks holiday per annum (including bank holidays); Employee Assistance Program; Access to a defined contribution Penson scheme.

**Catering Assistant x 2:**

To provide excellent customer service, including the preparation and service of food and beverages, to ensure all customers have a positive experience, to keep the café and seating areas clean and tidy. This role reports to the café manager.

The successful applicants will be outgoing, polite and friendly. Previous experience in a retail/catering or hospitality environment is essential.

We offer: pay rate £11.60 per hour; 5.6 weeks holiday per annum (including bank holidays); Employee Assistance Program; Access to a defined contribution Pension scheme.

Hours: one vacancy consists of approx. 24 hrs per week Mon-Fri 9:15am to 2:15pm. The second vacancy is on an initial 6-month term contract of 16 hrs per week Mon to Thu 10:00am to 2:00pm, potentially leading to a permanent role.

**How to apply:**

If you feel you have the skills to pursue one of these 3 opportunities, please e-mail your CV to [enquiries@cessaha.co.uk](mailto:enquiries@cessaha.co.uk) for the attention of Marika, CESSAC’s Head Office Manager, specifying what vacancy you are applying for. Note our Privacy Notice below.

Full job description and person specification are available via the website: [www.cessaha.co.uk](http://www.cessaha.co.uk) on the tab for “Vacancies”.

The “CESSAC” tab will give more information regarding the charity (the head office of which is shared with the associated sheltered housing provider CESSA HA).

**Privacy Notice**

I understand the following:

By sending my CV, I:

* confirm that, to the best of my knowledge, the information therein is accurate and accept that providing deliberately false information could result in my dismissal.
* provide my consent for the information in it (some of which may be sensitive) to be collected by CESSAC as data controller. Consent is the legal basis under which my information can be processed in order to determine my eligibility for the post advertised.

I can withdraw consent for my application to be held at any time before any job offer is accepted and the information would then be destroyed. Otherwise, my CV and covering letter will be held confidentially in the registered office for 1 year in our legitimate interest of keeping details of individuals who have applied for a position with the Charity. If any of my material information changes, especially my address or telephone number, I should keep the office updated.

I note that: No other action will be undertaken with my data (sharing etc) without further notification, e.g. until a job interview is offered. If an interview is offered, I agree that CESSAC may contact any organisation it needs to check information I have provided. I understand that further information may be requested at interview, which may inform a decision (by either party) on whether to proceed. If a job is subsequently offered and accepted, then a new privacy notice would be provided including a different legal basis for holding some of the information thereafter and how it would then be processed.

If I have any concern about how my personal data is used, I should first complain to the office. If not satisfied I can also complain to the UK Information Commissioner’s Office (ICO) at <https://ico.org.uk/>.

1. CESSAC – Church of England, Soldiers’, Sailors’ & Airmen’s Clubs. Registered Charity No: 226684. [↑](#footnote-ref-1)