



Hewlett Court Job Vacancy



**A vacancy has arisen for a Part-Time General Assistant.
Days will be Tuesday, Thursday and Saturday
8:15am until 5:30pm**

RANGE OF DUTIES:

- **Assisting in the kitchen during mealtimes.**
- **Assisting in cleaning and setting tables in the Dining Room.**
- **Cleaning resident's rooms and communal areas to the standard that is set out in induction and staff Handbook.**
- **Activities with the Residents.**
- **Responding to emergency alarms and assisting Management to deal with any emergency.**
- **Greeting visitors.**
- **Reporting any concerns or issues to the Management Team.**
- **Adhering to the policies and procedures set out by Management at Hewlett Court which are stated in the Staff Handbook.**

No experience is needed for this role as full training will be given.

If interested please apply in writing or via email, with a copy of your CV attached to Beverley Schofield, Manager.

Email – beverley.schofield@hewlettcourt.org.uk

If you require any further information, please contact Beverley on 01204 886 552.