

TERMS & CONDITIONS OF EMPLOYMENT

Cafe Assistant

Contract	Permanent
Employment	Subject to a three-month probationary period with a one- and three-month review.
Offer of Employment:	Subject to two written references satisfactory to Age UK Leicester Shire & Rutland at interview stage, candidates may be requested to agree to telephone references being obtained.
Base	The postholder will be based at Age UK Leicester Shire & Rutland, Clarence House Humberstone Gate Leicester LE1 3PJ (Cost Centre No 352) Age UK Leicester Shire & Rutland reserves the right to change your place of employment to any other designated site within Leicestershire.
Holidays	Leave year from 1 April - 31 March 25 days leave per annum pro rata, plus public and statutory bank holidays plus two concessionary days of Christmas Eve (or a day in lieu of Christmas Eve in the week before or after where Christmas Eve falls at a weekend) and the Tuesday following Easter Monday. Pro rata for part time roles.
Working Hours	12 hours per week Tuesday, Thursday & Friday 10am – 2pm with some flexibility to provide cover during the absence of staff and some Saturdays for café maintenance
Salary	£12.71 per hour £7952.85 per annum
Car Park	The postholder is not eligible for a car park space
Pension Scheme:	The Group Personal Pension Scheme – Automatic enrolment applies and eligible jobholders (as defined by the government) will automatically be enrolled into the pension scheme within three months of commencement of employment. In the meantime, if you wish to join the scheme you should contact the Payroll Department at Lansdowne House. Further information will be sent to you on or before your first pay day.

Sick Pay Scheme: Entitlement is subject to receipt of confirmation of employment.

SERVICE BETWEEN	BENEFITS (per calendar month)
6 calendar months and 1 year	1 month full pay 1 month half pay
1 and 3 years	2 months full pay 2 months half pay
After 3 years	3 months full pay 3 months half pay

Please note that Company sick pay will not be paid for the first three days of absence

Increments: Cost of living awards negotiated annually, if awarded, are normally effective from 1st April each year