

McPhies

CRAFT BAKERS

Bakery Shop &Express!



Do you have the drive?

We currently have a vacancy in our retail bakery shop, so we are now looking for enthusiastic and self-motivated people to join our friendly sales force.

You won't just be serving customers, it's busy, fast moving and no two days are the same. You'll be making sandwiches and other fresh products as well as helping to promote the bakery & express service. You will be working in both our retail bakery shop and our mobile shop, selling with confidence, our famous McPhies branded range of hot and cold Award Winning Bakery Goods. Previous experience is not essential as full training will be given. Sales assistants can work between Monday and Sunday and start at 6.30am (Full time / Part Time Hours vary per Job applied for).

Hourly Pay dependant on Age & Experience! (Further details upon application)

If you are over 25 years of age (due to insurance restrictions),
have a clean driving licence and would like:

- To work with an experience team
- Meeting customers face to face
- Finish work by 3pm – Be home for the kids!
- Competitive Salary
- Company Uniform
- Holiday Pay

To drive your career, please contact us directly for application forms.

www.mcphies.co.uk



A Snack Delivery Service from a name you can trust!

APPLICATION FOR EMPLOYMENT

McPhies Craft Bakers
1527 Shettleston Road
Glasgow, G32 9AS

DATE RECEIVED:

Name:		Address:	
Date form completed: / /		Contact Phone No:	
Date of Birth: / /		National Insurance Number:	
Age:		Position: Shop & Mobile Food Service Sales Assistant	
Marital Status		Ages of children	
Health - give details		Driving Licence Yes/No	
Are you a registered disabled person If yes, give Registration No:		Endorsements Yes/No (give full details of any endorsements overleaf)	
Education History: Schools		Qualifications obtained:	
Colleges/Further Education			
Other			

Employment History: Previous 3 employers, begin with present or last employer and work backwards

Name of Employer	Position held	From - To	Give details of Job	Rates of Pay

References - please give details of two referees, one of whom should be your last or current employer. These references will not be taken up without your permission.

Name	Address	Name	Address

Please write on the reverse of this sheet, any other information which you feel to be relevant to your application for employment e.g. Past Experience, sports, hobbies, ambitions, interests etc.

If there is anything that you feel the company should be made aware of? Yes / No
If Yes, please write the information on the reverse of this sheet, thank you.

Please note it is impossible to acknowledge every application received, but details will be kept on file for future reference for a period of 6 months. You should re-apply after that time if you are still seeking employment.

Signed: Date:

**Send completed application to the above address.
McPhies Craft Bakers operate a strict NO SMOKING Policy!**

CONFIDENTIAL

MEDICAL QUESTIONNAIRE TO BE COMPLETED BY ALL APPLICANTS.

As we are a food company we need to ask comprehensive questions.
Have you **ever** had any of the following? **If yes, please give details including dates overleaf.***

Please tick
Appropriate box
YES* NO

		YES*	NO
1.	Chronic or recurrent eye, ear, throat, nose, dental or oral infection / condition?		
2.	Blackouts, fainting attacks, fits or epilepsy?		
3.	Nervous or mental illness?		
4.	Any skin disorder, particularly of the hands?		
5.	Any history of chest problems or persistent attacks of Bronchitis or coughing?		
6.	Any history of Asthma?		
7.	Hay fever or allergies?		
8.	Heart disease, circulatory problems or varicose veins?		
9.	Typhoid or paratyphoid (including any family history of these)?		
10.	Dysentery, food poisoning, gastro-enteritis or bowel disorder (including family history)?		
11.	Routine shop/bakery work may include prolonged spells of standing, pushing, pulling and lifting. Do you have any health problems that would prevent you from carrying out these tasks on a regular basis?		
12.	Diabetes?		
13.	Are there any restrictions to the work you can perform? E.g. handling machines or working in a cold or hot environment.		
14.	Have you ever had any surgical operations?		
15.	Do you take any medication (s) at present?		
16.	Have you been off work because of illness in the last year? Including any hospital stays.		
17.	Have you had any work related exposure to substances, any accidents or disorders causing absence from work?		
18.	Have you ever been retired from or had to leave work for health reasons, including accidents?		
19.	Do you have any planned medical appointments? Are you on any waiting list for hospital/G.P. treatment including surgery or counselling?		
20.	Are you awaiting results of tests/investigations?		
21.	Do you believe that your chest/lungs have suffered as a result of any previous employment?		
22.	Have you ever had any pain, stiffness or arthritic conditions affecting your back / neck or any joints for more than 2 weeks?		
23.	Do you smoke?		
24.	Have you ever smoked? If yes when did you stop? Date:-		
25.	Have you ever had a drug or alcohol problem?		
26.	Do you drink alcohol?		
27.	Do you take drugs?		
28.	Medical are you being treated for any medical or surgical condition at present? Please state, with dates, any serious physical or mental illness, operations and any periods in hospital during the past year: also state the number of days you have been absent from work over the past year: _____		

***If you have ticked any boxes above please give reasons overleaf.
Please give details of Doctors name, address and telephone number:**

Telephone no: _____



Convictions:-

Have you ever had any criminal convictions? YES / NO

Do you have any convictions pending? YES / NO

Have you ever served time for a conviction? YES / NO

If YES How long was this period: _____years & _____months

Do you have a Criminal Record, this includes any cautions? YES / NO

Is there anything you feel the company should be made aware of?
If YES. Please give details here:- YES / NO

Work Experience

Please tick alongside areas you are qualified for or have had experience in below:-

General:

- Team Working
- Food handling / hygiene
- Handling Cash
- Customer Care
- Handling Customer Calls
- Computer Literate
- EPOS Till Systems
- Catering experience
- Selling experience
- Cleaning
- Display / Merchandising
- Baking Products
- Sandwich Making
- Completing Paperwork

Management / Supervisory / Team Leader

- Supervising others
- Recruitment
- Training Others
- Ordering Goods
- Cash Reconciliation
- Selling Targets
- HACCP Controls
- Resolving Till Errors
- Staff Rostering
- Stock Management
- Planning
- Targets

If you are not a British Citizen or from the EEC do you need a permit to work in Britain? Yes / No

If "Yes" please produce evidence. Photo copied material will not be accepted.

What is the **Expiry Date:**_____

If "No" do you have the right to stay in Britain? **Yes / No**

Are there any days or times you cannot work? **Yes / No** _____

Do You have daily use of a car? **Yes / No** _____

If No, how will you travel to work? _____

Please state details of any holidays booked? _____

Do you possess additional skills, experience or qualifications that you may wish to tell us about? :-
(Please give details overleaf)

DECLARATION: I declare that the above information is correct and complete and that I have no other defect, disorder or condition, mentally or physically, not already mentioned. I understand that if any of the information provided on this form is incorrect, or if there is any material omission, then my employment may be terminated forthwith.

Signed:**Date:**.....

Job Description for
Food Service Shop & Mobile Sales & Cleaning Assistant



Key Tasks

1. To ensure that company standards are always met in accordance with Health & Safety along with Hygiene Standards, Security Policies and Procedures in line with the business & Legislative requirements plus company rules & procedures.
2. To maintain the security and well-being of yourself and your colleagues whilst attending to your duties, as per company policy on Health & Safety at work following all Health & Safety procedures.
3. To maintain the highest standards of hygiene within the shop & bakery and its operations including delivery & sales vans.
4. Provide a high standard of customer care and service and to be fully aware of current promotions.
5. Assist with the picking & packing of goods for customers and deliveries.
6. Responsible for loading & unloading of goods onto delivery vehicles.
7. Assist in controlling stock levels through company stock procedures, maintaining stock in the correct order.
8. Answer the telephone (and e-mail or fax) in a professional and polite manner, recording all the required details on company forms ensuring to call customers back if requested or should the need arise, keeping all informed about any changes to orders ect.
9. Assist in the Telesales Department by calling on customers for their orders, recording them on the computer system and raising the associated paper work form these orders.
10. Assist the bakery with their production requirement numbers from the order system and creating the production numbers & recipes for the shops, vans and telesales customers.
11. Responsible for the packing and handling of customer & van orders making sure goods are protected and free from damage by any handling between you and the customer.
12. Assist in controlling stock levels through company stock procedures (packaging materials, ingredients ect).
13. Maintaining the bakery and shop in good clean working order.
14. Maintain security of all stock and cash at all times.
15. Assist in maintaining shrinkage and wastage control ensuring losses are to a minimum.
16. Complete company administration and report procedures by specified times.
17. Follow all Hygiene and Health & Safety regulations.
18. Maintain good communications with company employees and the telesales customer base along with our supply base.
19. Retain a positive approach to problem solving and to take decisions quickly, balancing risks and opportunities.
20. Exercise foresight to plan your shift correctly and focus on the optimum use of resources within expected busy and quiet time periods throughout the day.
21. Hold a Clean Driving Licence.
22. Attend relevant training courses as deemed appropriate by the company to ensure you are competent (Food Hygiene Certification is an essential qualification).

Daily Tasks

- o Packing & Wrapping Orders
- o Delivering orders & keeping track of stock.
- o Selling to as well as serving customers
- o Answering phone calls & taking messages
- o Making sandwiches, soup, fry bacon & Sausage ect and other fresh foods & fillings
- o Looking after and maintaining Product displays
- o Stock replenishment and preparation work
- o Maintaining the hot drinks machine
- o Maintaining till systems cash & change in order, along with cashing up sales ect.
- o Responsible for keeping both the Shop internal & external frontage along with the main bakery clean
- o Assisting the bakery production when required
- o Report Faults / complaints immediately to management so repairs or problems can be sorted out as soon as possible
- o Bringing any rubbish together to be placed out for the daily uplift of refuse collection
- o General daily house-keeping & Cleaning Duties