



## WELCOME!

As a Sixth form Catering Assistant to help you on your way please find the below as a little guide to help with your transition into IFG...

## WHAT HAPPENS NEXT?

You will receive 2 emails from HR, one to submit your right to work documents and the second with your contract and DBS application- these MUST be completed and checked by HR prior to you being able to start with IFG – a delay in you completing this will delay your start date. You must declare to your manager if you have ever had a criminal conviction, warning, or caution, regardless of how long ago.

## RESPONSIBILITY

You will be relied upon to attend work on your committed days and times as instructed by your manager. As an IFG employee working within an education establishment we expect all our employees to be professional, trustworthy and always act and speak appropriately to our customers.

## TRAINING

Yes you will have to complete mandatory online training via IFG Classroom within the first 4 weeks of you starting. The training can be completed when on shift or outside of working times. You will also receive on the job training at the site which includes site specific Health & Safety training.

## HOURS

The contract you have with IFG is a zero hours contract so you have no set hours, the chef manager will give you your rota a week in advance and you must advise them if you are unable to make the shift you have been allocated.

## PAY

All Sixth formers are on a zero hour contract – you are paid for the hours you work a month is arrears- eg all hours worked in September will be paid in October's pay (IFG payday is the 28th of the month or the Friday before if this is at a weekend).

## SERVICE

To ensure a professional approach and to avoid any transaction misunderstandings we ask that you do not serve your close friends, partners or family members, they will need to use another till point.

## BENEFITS

You are entitled to one free meal per shift- further details are in your contract of employment. We will happily provide references to any future workplace, work placement, apprenticeships or educational establishment.