

Cake Designer and Baker Apprentice

Job Code: BW524/TC0609

Location of Work: London NW10

Salary: £6.50 - £7.50 per hour - dependent on experience

Contract Hours: 30 – 40 hours per week

Qualification: Hospitality Level 2 or Customer Service Level 2

The roles and the responsibilities

- Liaise with clients both face to face and over the phone
- Cake baking
- Cake sculpting
- Cake decorating including icing modelling and writing
- Talking with clients about cake design ideas
- Creating designs and decorations
- Baking cakes to order
- Set up, clear away and clean baking equipment
- Check stock levels and buy ingredients
- Promote the business

Skills and experience

- Food and hygiene certificate
- An individual truly passionate about food with experience in a professional kitchen environment
- Someone who is great at creating and maintaining positive and productive working relationships across the business, communicating effectively in a range of situations
- Someone who enjoys to work in a fast paced working environment
- Previous experience within a professional Kitchen would be preferred but not essential
- Creativity and artistic ability
- Attention to detail and a steady hand
- Customer service and people skills
- Basic maths skills for working with weights and measures
- Organisational skills to meet deadlines

Closing date: Friday 19th October 2018

Please e-mail a targeted CV & registration form to [**brent.works@brent.gov.uk**](mailto:brent.works@brent.gov.uk) or alternatively, apply on [**www.brent.gov.uk/brentworksjobs**](http://www.brent.gov.uk/brentworksjobs)



Brent Civic Centre, Engineers
Way, Wembley, HA9 0BU

020 8937 6295

Telesales Executive Apprentice

Job Code: BW529/TA0510

Location of Work: London NW10

Salary: £9,360 per annum + Prospect of earning commission

Contract Hours: 9:00am - 6:00pm Monday - Friday

The role and responsibilities

- Calling prospects and existing clients from our CRM
- Develop a pipeline of new clients
- Maintain and grow existing business
- Make a minimum of 50 calls a day plus follow ups
- Communicate clearly and respectfully with clients
- Train other Telesales Executives when required

Skills and experience

- Excellent telephone manner and articulation
- Target orientated and results driven
- Ability to handle objections and rejections on a daily basis
- Proficient in Microsoft Excel
- 2 years minimum Telesales Experience
- Sharp
- Intuitive
- Confident
- Quick Learner
- Tech Savvy

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Restaurant Host/Hostess Apprentice

Job Code: BW858

Location of Work: Harrow

Contract Hours: Wednesday to Friday 6pm-10pm, Saturday & Sunday 12pm-10pm (shift basis)

Salary: £7 p/h

Qualification: Level 2 or Level 3 in Customer Service

A host/hostess is the first employee to interact with arriving guests as they enter the restaurant. They should ensure to provide proficient and professional Food & Beverage service to the guests by meeting and also exceeding their expectations. Welcome the guests to this well-established themed restaurant by greeting them as per the standards and respond to customer queries by resolving issues in a timely and efficient manner to ensure customer satisfaction.

Job Duties and Responsibilities:

- Providing guests with menus, answering any initial questions and taking guests to their table
- Engaging with guests to ensure they're happy with food and service
- Be familiar with the restaurant's make up, menu and business policies
- Managing the workload of the waitresses and waiters on the floor to maintain a balance the workload each individual has
- Keep track of which tables are cleaned and available for new guests,
- To answer the phone, take reservations and in some cases take-out orders.
- Responding to complaints and helping to resolve them
- Helping out with other positions in the restaurant as needed
- Providing great customer service at all times

Skills and experience

- Positive and approachable attitude is essential
- Ability to provide top notch customer service in a fast-paced environment
- A positive attitude and ability work well under pressure with all restaurant staff
- Does high-quality work while unsupervised
- Able to work in a standing position for long periods of time
- Able to safely lift and easily manoeuvre trays of food when necessary
- Willing to follow instructions and ask questions for clarification if needed
- Able to handle money accurately and operate a point-of-sale system
- Able to work in a bust restaurant environment
- Team player

Closing date: Friday 12th October 2018

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Plumbing Apprenticeship

Location of Work: Wembley Park

Contract Hours: 40 hours

Job Duties and Responsibilities:

- Read blueprints, drawings and specifications to determine layout of plumbing system, water supply network and waste and drainage systems
- To undertake all plumbing and drainage jobs as requested, ensuring where possible work is completed on the first visit and to the appropriate service standard.
- Install, repair and maintain domestic, commercial or industrial plumbing fixtures and systems
- Locate and mark positions for pipe connections, passage holes and fixtures in walls and floors
- Cut opening in walls and floors to accommodate pipe and pipe fittings
- Measure, cut, bend and thread pipes using hand and power tools or machines
- Join pipes using couplings, clamps, screws, bolts, cement or soldering, brazing and welding equipment
- Test pipes for leaks using air and water pressure gauges
- To explain fully to policyholders what work is required, whether reinstatement is covered and what will happen next,
- To advise after the completion of each job the outcome and any recommendations including necessary required additional work.
- Ensure all required paperwork is completed accurately in line with the correct operating procedure and
- To undertake all works in accordance with company Health & Safety policy, including wearing the correct Personal protection equipment at all times and reporting all accidents or 'near misses' to the Senior Engineer/Coach or Area Manager.
- Perform other duties as assigned

Education / Experience:

- Punctual
- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- A good head for heights and sense of balance
- Self-motivation and desire to learn
- Is both resilient and committed
- Good co-ordination skills and a methodical approach
- Is always looking to improve
- Enjoys being a team player

Closing date: Wednesday 31st October 2018

Please e-mail a targeted CV & registration form to
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jobs.wembleypark.com



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Construction

Operative Apprentice

Location of Work: Brent

Contract Hours: 40 hours per week - 4 days' work and 1 day at college

The role and responsibilities

- Attend site pre Practical Completion to familiarise themselves with the project characteristics.
- Assist with functional testing during the construction phase
- Supervise all sub-contractors attending to rectify defects. This included ensuring the correct materials, protection and tools have been sourced if required.
- Be responsible for ensuring properties are locked, free from work debris and record the outcome following any works.
- Ensure property and furnishings are properly protected prior to commencing works. Dust sheets will be provided and every care must be taken to avoid disturbance or accidental damage to the customer's belongings and property.
- Report any persistent recurring warranty or defect issues to the Customer Service Manager and note any customer details that may assist Customer Service in on-going management of customer relationship.
- Regularly update the customer service advisor on daily tasks and their outcome. This is to allow clear reporting of defects and resolutions.

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Painting and Decorating Apprentice

Location of Work: Wembley

Contract Hours: 40hrs

Job Duties and Responsibilities:

- To take measurements and calculate the quantity of materials needed
- To ensure that equipment and working platforms are safely erected and dismantled.
- To efficiently prepare surfaces for decoration, in line with working instructions to include:
 - Removing existing paint and/or paper
 - Repair and making good of surfaces
 - Use of primer and sealer
- Utilising brushing, rolling or spraying paints, stains, varnishes and other finishes as and when required.
- To select and prepare adhesives, and apply papers to ceilings and walls.
- To ensure the cleaning, maintenance and storage of materials.
- Attend College on a day release basis, and undertake any additional training as requested.
- Ensure your full commitment and support of the apprentice review process and willing to undertake workplace assessments.
- Follow Health & Safety policy and procedures, including the wearing of personal protective equipment (PPE) where needed.
- Utilise all tools, equipment and materials safely in accordance with COSHH Regulations.
- Build and maintain excellent working relationships with colleagues, customers and managers.
- To undertake such other duties which are reasonably required and which are consistent with the general level of responsibility of this role.
- To undertake personal health and safety duties as detailed in the Health and Safety policy.

Education / Experience:

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Closing date: Wednesday 3rd October 2018

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Carpentry Apprenticeship

Location of Work: Wembley Park

Contract Hours: 40 hours

Job Duties and Responsibilities:

- Carry out construction, assembly, alteration or renovation of buildings, structures, fittings, cabinets, cupboards and modular units, possibly for single and multi-storey domestic, commercial and industrial environments
- Carry out construction activity, e.g. digging footings, erecting sub-floor structures; wall and roof framing;
- internal and external cladding; fit-out and fixture of doors and all building hardware and fittings
- Use hand tools, e.g. hammers, chisels, hand saws, screwdrivers, measuring tapes and levelling devices etc.
- Use power tools, e.g. electric/battery drills, power saws, routers, sanders, planners, laser levelling devices,
- Operate workshop equipment, e.g. static machines, band saws, docking saws etc.
- Collect and assemble building supplies
- Follow safety and environmental practices for handling building products, fluids and waste products
- Complete appropriate documentation and recording information on computerised programs
- Communicate and interact with others in workplace and trade school environments, may include customer interaction

Education / Experience:

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