

LISTENING

Pinder's Animal Park

Example

Enquiries about *temporary* work

Personal Details:

Name:	Jane 1
Address:	2 Exeter
Telephone number:	07792430921
Availability:	Can start work on 3

Work details

Preferred type of work:	Assistant 4
Relevant skills:	Familiar with kitchen 5
Relevant qualifications:	A 6 certificate
Training required:	A 7 course

Referee:

Name:	Dr Ruth Price
Position:	8
Phone number:	9
Other:	Applicant has a form of 10

READING

BENTLEY Hospital Catering Service

TO ALL PERMANENT AND TEMPORARY MEMBERS OF STAFF

IMPORTANT INFORMATION

Meal Breaks (minimum company guidelines)	
HOURS WORKED	BREAK TO BE TAKEN
0-4 hrs	nil
4-6 hrs	15 mins
6-8 hrs	30 mins
8-12 hrs	60 mins (taken as 2 x 30 mins)
12-24 hrs	75 mins (taken as 2 x 30 mins + 1 x 15 mins)
Your section staffing board will show the times when these breaks are to be taken.	

Please note

It is your responsibility to check that the total break time shown on the staffing sheets accurately reflects the breaks that you take. Any discrepancies should be raised with your Staff Co-ordinator immediately.

SPECIAL REQUIREMENTS - FOOD HANDLERS

Food handlers are those concerned with preparing and serving unwrapped food.

Food handlers should report any instance of sickness, diarrhea and/or stomach upset experienced either while at work or during a holiday to a member of the Personnel Management team. Any infections of ear, nose, throat, mouth, chest or skin should also be reported to a member of the Personnel Management team.

Food handlers need to have an annual dental examination by the company dentist. Alternatively, a current certificate of dental fitness may be produced from their own dentist. This applies to all permanent staff who handle food.

Questions 1-5

Complete each sentence with the correct ending, **A-J**, below.

Write the correct letter, **A-J**, in boxes **1-5** on your answer sheet.

- 1 ____ Temporary employees only working 3 hours should
- 2 ____ Employees who work 11 hours should
- 3 ____ To find out when to have their breaks, employees should
- 4 ____ Employees working with food must
- 5 ____ Food handlers who have been ill should

- A** talk to a staff co-ordinator.
- B** have two thirty-minute breaks.
- C** not take any breaks for meals.
- D** pay for any meals they have.
- E** get a single one-hour break.
- F** look at the section staffing board.
- G** lose pay for their break times.
- H** tell a member of the Personnel Management team.
- I** have an annual dental examination.
- J** consult their doctor.

