

**MORRISON EMPLOYMENT OPPORTUNITIES – FORTH REPLACEMENT CROSSING**

**Tea Person/ Office Assistant for Rosyth office**

The person will be based in Arrol House, Rosyth, initially for 6 months but may extend.

This role would suit someone who enjoys interacting with a wide variety and level of people.

- Well Presented
- Good Communication Skills
- Well Organised

Duties include - Ensure Kitchen and Canteen areas are always clean and tidy; Provide refreshments during meetings, serve lunches as required, general duties and upkeep of meeting rooms, any other duties as required by Senior Manager.

Catering experience and/or Food Hygiene Certificate would be desired but not essential.

Salary range will be £11,300 PA

Hours of work will be 8.00am to 3.30pm (30 mins Lunch) Monday to Friday.

**Please send CV to apply to;**

Yvonne Reid  
Development Worker  
Fife Council  
Kingdom House  
Saltire Centre  
Pentland Park  
Glenrothes  
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**Closing date is Friday 15<sup>th</sup> July 2011**