Catering Assistant

Starting Salary - £15,870.40 (National Minimum Wage, 40 hours per week)

**Responsible to;** Events Manager

**Job Purpose**

To support the overall daily operation of the café – both front and back of house – as well as catering for The Old Library’s various user groups on an ad hoc basis.

**Key Duties**

* To prepare and deliver all items offered on the café menu
* To prepare and deliver all meals offered to childcare services
* To prepare and deliver all catering requirements for functions
* To work Front of House on a rota basis, including but not limited to;, serving customers, using the till system, cashing up, making barista style coffees, clearing tables, running food orders
* To assist in menu planning for all aspects of The Old Library’s catering services
* To work within a team (including agency workers on occasion)
* To maintain the highest standards of customer service when working front of house
* To ensure best practice and adhere to the required Food Hygiene legislation at all times
* To follow all safe systems of work and ensure your own safety and those with whom you are working
* To assist in monitoring and controlling stock or wastage, including but not limited to; stock rotation, regular stock takes, and ensuring deliveries are checked for accurate quantity and quality products
* Maintain and upkeep the cafe and kitchen equipment, including but not limited to; ensuring equipment is regularly and properly cleaned and ensuring the safe operation of all equipment or machinery
* Maintain high levels of cleanliness and hygiene in the café and kitchen at all times, including but not limited to; cleaning schedules, food and fridge temperature checks, ensuring all food safety regulations and environmental standards are adhered to at all times
* Attend daily management meetings and weekly operations meetings as required
* Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination
* Act within our stated values and comply with our policies and procedures
* Represent the organisation in a positive manner
* Adopt a flexible approach as additional duties commensurate with the nature of the role

Person Specification

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| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Relevant Experience** | - Must have experience of delivering a high quality menu within a multi disciplinary setting.  - able to demonstrate attention to detail and follow company procedures  - An understanding of the nutritional needs of different age groups | -Working as part a team  - Working within a heritage venue  - preparing meals for service at specific times | Application Form  References  Interview. |
| **Education/ Training** | - Level 2 qualification in Kitchen Services or equivalent  - Current Food Hygiene Certificate  - Level 2 Customer Service  - Good all round general education to GCSE including Maths and English | - Level 3 Hospitality supervision and management  - Level 3 customer Service  - Level 2 Nutrition  - Valid 1st Aid qualification | Certificates  Application Form  Interview |
| **Specialist Knowledge/ Skills** | - Catering background with drive and enthusiasm to achieve exceptionally high standards  - Excellent interpersonal and communication skills and high standard of personal hygiene and  appearance | - IT skills: Word processing, Excel, etc | Application Form  Interview  References |
| **Other** | - Must be punctual, with a professional outlook, able to work under own initiative and as part of a team  - Must be an enthusiastic team player and be able to work with other colleagues in a dynamic business  - High energy levels with cheerful disposition and the ability to work under pressure  - Ability to work evenings and weekends as required  - satisfy statutory checks for working with children and young people. | - An understanding of Safeguarding Policy and Procedure | Application Form  Interview  Enhanced CRB Check |