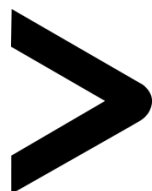


# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## JOB DESCRIPTION

<b>JOB TITLE:</b>	Catering Assistant
<b>REPORTS TO:</b>	Catering Supervisor
<b>RESPONSIBLE FOR:</b>	Supporting delivery of the Catering Provision for café shrub @ The Land of Oak and Iron Heritage Centre
<b>PRIORITY CONTACTS:</b>	Heritage Centre Customers, Partners, Groundwork Staff and Suppliers
<b>LOCATION:</b>	The Land of Oak and Iron Heritage Centre, Winlaton Mill, Gateshead.
<b>SALARY:</b>	£7.83/hr
<b>HOURS:</b>	16 hours per week

### JOB SUMMARY

We are looking for catering assistants for the new café shrub @ The Land of Oak and Iron Heritage Centre. We are looking for friendly, hardworking individuals who are interested in the heritage of the area and can engage with customers. This is a hands-on position and you will be mainly responsible for front-of-house tasks such as working on the till, making hot drinks or clearing tables. You may also be required to help in the kitchen from time to time with basic food prep tasks and washing up and so a flexible work attitude is essential.

There are a variety of shift options available in both seasonal and full time posts; most will require some weekend working and possibly some evenings so flexibility with this is desirable.

## KEY TASKS

### Key Areas

- Providing a friendly, informative and efficient service to customers
- Handling and processing payments
- Using equipment/ facilities in an efficient, hygienic and safe manner and attending training
- Maintaining awareness of food hygiene and health and safety practices and operating within food hygiene and health and safety guidance at all times.
- Showing an interest in food preparation and willingness to assist with this as required
- Taking turns with other staff to move between roles as directed by supervisors, both front- and back-of-house as needed
- Following cleaning schedules as directed by supervisory staff

### Additional responsibilities

- Comply with all organisational policies and procedures in all employment practices.
- Maintain a positive, flexible and proactive approach to your role and responsibilities
- Attend at staff meetings and training/ development opportunities.
- Any other duties commensurate with the level of the post.