

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	Catering Assistant
REPORTS TO:	Catering Supervisor
RESPONSIBLE FOR:	Supporting delivery of the Catering Provision for café shrub
PRIORITY CONTACTS:	Heritage Centre Customers, Partners, Groundwork Staff and Suppliers
LOCATION:	Across 2 sites: The Land of Oak & Iron Heritage Centre, Spa Well Rd, Winlaton Mill and The Greenhouse, Annfield Plain
SALARY:	Minimum Wage
HOURS:	Minimum 25 hours. You will be employed on a flexible contract and will be expected to work additional hours. These flexible hours will be agreed by your manager, with a minimum of 24 hours' notice given prior to any additional hours being worked. Flexible additional hours combined with your core hours will be no more than 37 hours in any one 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, evenings and early starts so flexibility with this is essential.

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
- Flexible approach to working hours with an ability to work outside normal office hours, to include evenings and weekends as required by the business.
- Flexible in working across two sites where required at The Land of Oak and Iron and The Greenhouse Business Centre
- Attend at staff meetings and training/ development opportunities.
- Any other duties commensurate with the level of the post.