

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



JOB DESCRIPTION

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| JOB TITLE: | Catering Assistant |
| REPORTS TO: | Catering Supervisor |
| RESPONSIBLE FOR: | Supporting delivery of the Catering Provision for Café at the Land of Oak & Iron Heritage Centre |
| PRIORITY CONTACTS: | Heritage Centre Customers, Tenants, Partners, Groundwork Staff and Suppliers |
| LOCATION: | Land of Oak & Iron Heritage Centre, Spa Well Rd (A694), Winlaton Mill, NE21 6RU |
| SALARY: | National Minimum Wage for age. |

JOB SUMMARY

We are looking for a catering assistant for the Land of Oak & Iron Heritage Centre. We are looking for friendly, hardworking individual who can engage with customers. This is a hands-on position and you will be responsible for both front-of-house tasks such as working on the till, making hot drinks & customer service, as well as kitchen tasks such as food prep and washing up and so a flexible work attitude is essential.

Previous experience is not essential, we are looking for individuals with a can-do, positive approach to work. Full training will be given.

KEY TASKS

Key Areas

- Providing a friendly, informative and efficient service to customers
- Handling and processing payments
- Making hot drinks

- Using equipment/ facilities in an efficient, hygienic and safe manner, keeping all kitchen work surfaces, walls and floors clean and sanitized 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
- Food preparation tasks
- Unload and arrange food and equipment deliveries

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.
- Attend at staff meetings and training/ development opportunities.
- Any other duties commensurate with the level of the post.