**JOB DESCRIPTION**

**JOB TITLE: Catering Assistant**

**LOCATION: Cromford Mills**

**RESPONSIBLE TO: Assistant Catering Manager**

**(or Catering Supervisor during absence)**

**PURPOSE OF JOB:**

* To work as part of a team to provide a high quality, customer focused catering service (serving and helping with the preparation of foods).
* Maintain highest standards of food hygiene and Health & Safety in all catering areas.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Working as part of the shift team, serving customers, cash handling & till procedures, waiting on customers, clearing tables, washing pots, and ensuring that counters and dining areas are clean and well maintained.
* Responsible for replenishing stock throughout the day, complying with stock rotation.
* Food preparation as needed.
* Always maintain health and safety and food hygiene standards.
* Maintaining excellent customer service, dealing with customer issues as necessary, or raising them with the assistant manager/ supervisor on duty.
* Using equipment as trained and reporting any faults to the assistant manager/ supervisor immediately.
* Ensuring compliance with basic licensing laws when serving alcohol.
* Participate in Training programmes, attend meetings as requested.
* To carry out any reasonable requests in support of the Arkwright Society.
* Catering Assistants under the age of 18 may only serve alcohol under supervision.

**PERSON SPECIFICATION**

**Essential**

* Good communications skills with team and customers
* Flexible approach to working.
* Able to work weekends, Bank holidays and some evenings.
* Awareness of safe working practices
* Awareness of the principles of food hygiene and storage/service (training and certification can be undertaken on the job)

**Desirable**

* Previous experience of working in a busy café or equivalent environment.
* Experience of using health and safety and food safety and cleaning practices
* Awareness/experience of cash handling

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee:** | Print: |  | Sign: |  | Date: |  |
|  |  |  |  |  |  |  |
| **Manager:** | Print: |  | Sign: |  | Date: |  |