

NEWARK AND SHERWOOD DISTRICT COUNCIL

JOB DESCRIPTION

POST TITLE: Catering Assistant

BUSINESS UNIT : Heritage Culture & Visitors

POST NUMBER: 902

Section:

GRADE: NS2

DATE: February 2016

RESPONSIBLE TO: Café Bar Supervisor

LIAISON WITH: Visitor Information Centre Assistants, Operations Managers

PURPOSE OF JOB:

1. To provide a lively, friendly, caring and efficient catering and bar service for all customers and users of the Visitor Information Centre.
2. To assist with the selling of alcohol, food and merchandise throughout the day.

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer care to all customers and users.
2. Assist or produce light meals and snacks to customers requirement, ensuring portion control and correct charges
3. Serve of alcoholic drinks in the correct measure as required by legal legislation and to maintain trading standards
4. Maintain cleaning standards of Café, beer and cellar equipment and understanding of barrel changes
5. Ensure that the Café, Bar cellars and store areas are kept in a safe, clean and tidy manner, that stock rotation is undertaken whilst complying with Environmental Health and safety legislation
6. Correctly use of cellar equipment to ensure beverages dispense and stock rotation
7. Comply with all relevant legislation governing catering hygiene, health and safety, licensing laws
8. Ensure Financial procedures for the receipt of cash and cash handling are followed
9. Assist in the delivery of conferences and other events in addition to daily Café Bar service
10. Undergo relevant training

11. Ensure correct cleaning routine for equipment and utensils used in the delivery of café bar service
 12. Carry out cleaning schedules for kitchen and bar areas as directed
 13. Maintain a high standard of personal cleanliness and dress.
 14. Bring to the attention of the Café Bar Supervisor or Operations Manager any defects in the furniture, fixtures and fittings
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HEALTH AND SAFETY

You will uphold the District Council's Health and Safety Policy and amendments made thereto by the District Council and comply with all relevant health and safety legislation.

RISK MANAGEMENT:

The Council is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management, as outlined within the Council's Risk Management Strategy and Policy.

SAFEGUARDING:

The Council has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of the Council, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

CODE OF CONDUCT

You will ensure compliance with the Council's Standing Orders, Financial Regulations, Codes of Practice and all other policies and regulations.

EQUAL OPPORTUNITIES

You will uphold Newark and Sherwood District Council's Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

The Council is committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Postholder

Date

NEWARK AND SHERWOOD DISTRICT COUNCIL
PERSON SPECIFICATION

JOB TITLE: Catering Assistant

DATE: 8.1.16

FACTOR	CRITERIA	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	Experience of working in a busy food service environment	Essential	Application / Interview
	Experience in customer care	Essential	Application / Interview
	Cash handling and reconciliation skills	Essential	Application
	Knowledge of banking procedures	Desirable	Application
QUALIFICATIONS	Basic Food Hygiene	Desirable	Application / Certificate
	Intermediate Food Hygiene	Desirable	Application / Certificate
	Personal Licence	Desirable	Application / Certificate
JOB RELATED SKILLS	Excellent communication and people skills	Essential	Application / Interview
	Ability to work well under pressure, and remain calm in a busy environment	Essential	Application / Interview
	Ability to pay close attention to detail	Essential	Application / Interview
	Ability to deliver a quality coffee drinks offer	Desirable	Application / Interview
PERSONAL ATTRIBUTES	Smart appearance and outgoing personality	Essential	Interview
	Ability to work as part of the team	Essential	Interview
WORK CIRCUMSTANCE	Able to work flexible hours to fit with the opening hours of the Visitor Information Centre, which will include evenings, weekends and Bank Holidays	Essential	Application / Interview

N.B. The above specification defines the minimum essential requirements of the job, but the Council will have regard to the Single Equality Act and will make “reasonable adjustments” to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short-listing stage.