**JOB** **DESCRIPTION**

Position: Bar & Catering Assistant

Responsible to: Bar & Catering Manager

Hours: As required according to the needs of the business, to include evening and weekend shifts. Hours to be notified by fortnightly rota

Last Updated: August 2021

**1. Objectives and Responsibilities:**

1.1 To prepare and serve a wide range of food and hot and cold beverages and to follow company standards.

1.2 To assist with the storage of food to ensure compliance with company standards and legal requirements.

1.3 To work as a team member and communicate effectively.

**2. Duties:**

* 1. To prepare and serve a wide range of hot and cold beverages and to follow company standards:
* To ensure and maintain the highest possible standards of customer care and service.
* To take and process orders and be knowledgeable about the menu and products on sale.
* To use the coffee machine to serve hot beverages to customers.
* To deliver and clear food and beverages to hirers in all areas of the building.
* To accurately charge for goods purchased and to take payment from customers using the tills.
* To handle the cash float and reconcile the till takings at the end of the shift, reporting any discrepancies in accordance with agreed procedures with the line Manager
  1. To assist with the storage of food to ensure compliance with

company standards and legal requirements:

* To organise stock and ensure effective rotation.
* To record movement and wastage of stock.
* To keep shelves stocked and advise on re-ordering as necessary.
* To comply with all health and safety policies.
* To ensure the correct disposal of rubbish, taking care to re-cycle where appropriate.
* To adhere to all operating guidelines for equipment and follow specified cleaning and operating instructions.
* To wash up and clean all areas to ensure that high standards of cleanliness are maintained.
  1. To work as a team member and communicate effectively:
* To promptly communicate changes to the menu with staff, chefs and customers
* To communicate with other departments in the building.
* Report maintenance issues to management
* To adhere to the general staff responsibilities as set down in the Staff Policy Manual.

The list of duties above is not exhaustive and the post holder may be required to undertake other duties as may reasonably be required from time to time.

**PERSON SPECIFICATION**

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Experience & knowledge** | * Food & beverage preparation. | * Certification in or equivalent knowledge of Health and Safety and Food Hygiene regulations * Experience of using a Barista coffee machine * Bar experience, knowledge of weights and measures * Basic food hygiene certificate (training can be provided) |
| **Skills** | * Effective interpersonal and communication skills * Work as part of a team * Ability to work under pressure * Customer focused * Cash handling accuracy * Numerate |  |
| **Personal** | * Must be over 18 years of age * Clean and smart appearance * Flexible approach to work |  |