



# SHUTTLEWORTH

[www.shuttleworth.org](http://www.shuttleworth.org)

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## Job Description

**Job Title:** Casual Front of House Catering Assistant

**Reports to:** Visitor Centre & Restaurant Manager

**Working Pattern:** Casual basis throughout the season from April/May – October. Between Monday to Sunday. Minimum of 2 shifts available per week if available.

## Overall Responsibilities

As a member of the front of house catering team you will need to work well under pressure in addition to being able to self-motivate and rise to the challenge of a busy environment, working autonomously when the occasion requires. You will be responsible delivering excellent customer service, ensuring that the restaurant is kept clean, tidy and stocked at all times and operating the EPOS till system efficiently and accurately. These duties may extend to the external catering units as required.

## Main Duties

- Set up and stocking of service stations and tables to agreed standards
- Preparation of beverage machines and beverage station for service as required
- Provide high quality and efficient service to customers
- Maintain quality and standards of restaurant operations during service including clearing tables, operating the dishwasher, restocking food and beverages
- Proficient operation of the till including PDQ and cash payments to agreed procedures
- Follow Health & Safety/COSHH procedures at all times
- Maintain high standards of cleanliness in all work areas during service
- Maintain daily/weekly cleaning procedures
- Follow opening & closing procedures including fridge/freezer temperature recording
- Participate in staff training as required

## Person Specification

- Previous experience of working within a high volume front of house catering environment desirable but not essential.
- A team player willing to be flexible to meet the changing needs of the business
- Customer service orientated
- Ability to self-motivate and work without guidance on occasion
- Good organiser with the ability to foresee where assistance is needed
- Experience in EPOS systems & cash handling preferred but not essential.