



CASUAL ROLES
RECRUITMENT PACK

ABOUT US

A year-round visitor attraction in the heart of Bedfordshire, Old Warden aerodrome is one of the only remaining grass airfields in the country. The visitor attraction is made up of the Collection, Swiss Garden, Shuttleworth House, and extensive surrounding Parkland. It also boasts an on-site café.

As well as daily visitation, Shuttleworth offers regular events, including a summer air show season that welcomes around 29,000 visitors each year, family and commercial events, private hire opportunities and weddings.

As an educational charity, we are proud to offer a range of learning opportunities to schools and colleges. Our engineering apprenticeship programme has led to many of our in-house engineering team working with us for many years.

The Collection

Honouring the legacy of our patron, Richard Ormonde Shuttleworth, The Shuttleworth Collection is a treasure trove of airworthy vintage aircraft from 1909-1950, agricultural and steam exhibits, veteran vehicles, classic motorcycles, bicycles, carriages, and buses.

Swiss Garden

Beautifully restored, this RHS partner garden is a unique example of a Regency Garden in the 'Alpine' style.

Shuttleworth House

Shuttleworth House hosts a range of events throughout the year, as well as being a hugely popular wedding venue. There are various spaces available for corporate bookings and away-days.

Parkland

The Shuttleworth site includes stunning lakes and parkland which can be hired for events and is open to various public walking routes.



The Shuttleworth Trust – registered charity: 307534 – was set up to honour the life and legacy of Richard Ormonde Shuttleworth, a keen aviator, racing driver and horse racer, who was tragically killed in 1940 during a night training exercise for the RAF.

CASUAL BAR STAFF

As Shuttleworth prepares for another busy year of Weddings & Events, we require your help on a casual basis to help deliver a seamless and unforgettable experience for our clients.

You will:

- Assist with preparation and delivery of bar & conference service
- Undertake venue turnarounds from one event to the next
- Help us in minimizing and reporting damage where required

You will need:

- Previous experience in hospitality/hotel/bar setting
- Food hygiene training (preferably Level 1)
- Knowledge of bar service, etiquette and beverage/cocktails
- Good level of communication and customer service
- This is a casual role on a zero hour contract basis. The shifts are allocated as per the needs of our business and scheduled event bookings. Given the nature of the bookings, it is possible to give an idea of upcoming shifts well in advance.

Job Type: Part-time, zero hours contract

Pay: Up to £12 per hour

Benefits:

- Discounted or free food
- Employee discount
- Health & wellbeing programme
- On-site parking

Schedule:

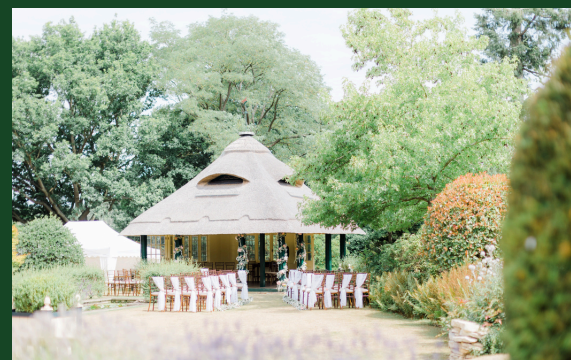
- Monday to Friday
- Weekend availability

Ability to Commute: Biggleswade (essential)

Ability to Relocate: Biggleswade: Relocate before starting work (required)

Work Location: In person, on-site.

Reference ID: Casual Bar Staff



CASUAL CATERING ASSISTANTS

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 for delivering excellent customer service, demonstrating a flexible, positive, and enthusiastic approach, and maintaining strong communication skills within the restaurant and external catering units. This role requires weekend working.

Job functions:

- 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 dish wash, restocking food and beverages
- Proficient operation of the EPOS 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 and 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
- 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 when necessary
- Good organiser with the ability to foresee where assistance is needed
- Experience in EPOS systems and cash handling preferred

Relationships:

- To invest in and promote close working relationships in all areas of the Shuttleworth Trust

Policies and procedures:

- Comply with Health and Safety legislation
- Comply with GDPR legislation
- Adhere to organisational policies
- Develop and maintain policies and procedures that support and deliver departmental objectives

Personal responsibilities:

- Demonstrate personal integrity in all day-to-day interactions with colleagues, working as a positive influence and role model, acting with professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff and volunteers along with changes and developments
- Protect the reputation of the Trust
- Maintain professional levels of confidentiality commensurate with the role

Hours and physical conditions:

- Shifts will be offered on a rota basis according to business needs.
- Ability to stand for extended periods while performing duties.
- Capability to lift and carry light to moderate loads. Manual handling training provided.
- Mobility to navigate a fast-paced environments efficiently.



TERMS & CONDITIONS

CASUAL CATERING ASSISTANTS

Job Title:	Casual Catering Assistant
Reports to:	Front of House Catering Manager
Contract:	Zero hours
Work hours/days:	4 to 8 hourly shifts. Weekdays and weekends. Offered on a rota basis according to business needs.
Salary:	2025 National Minimum Wage from £7.55 to £12.21 per hour (plus holiday uplift and benefits)
Benefits:	<ul style="list-style-type: none">• Company events• Company pension• Discounted or free food• Employee discount• Free parking• On-site parking• Store discount
Schedule:	Every weekend, holidays, Monday to Friday.
Ability to Commute:	Biggleswade (essential)
Work Location:	In person, on-site.
Reference ID:	Casual Catering Assistant

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.



CASUAL KITCHEN ASSISTANTS

As a member of the back 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. You will work in a clean, safe and organised manner to assist the kitchen team in delivering food to a fantastic standard for our visitors.

Job functions:

- Set up and stocking of service stations to agreed standards
- Food preparation in line with set standards and time frames
- Maintain quality and standards of restaurant operations during service including cleaning as you go, operating the dish washer, restocking food stations and assisting with cleaning down at end of day
- Proficient operation of kitchen equipment in a safe and hygienic manner
- 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 and closing procedures including fridge/freezer temperature recording.
- Participate in staff training as required.

Person specification:

- Previous experience of working within a high volume back of house catering industry
- 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 when necessary
- Good organiser with the ability to foresee where assistance is needed
- Experience in similar environment, either cafe, hotel, restaurant etc.

Relationships:

- To invest in and promote close working relationships in all areas of the Shuttleworth Trust

Policies and procedures:

- Comply with Health and Safety legislation
- Comply with GDPR legislation
- Adhere to organisational policies
- Develop and maintain policies and procedures that support and deliver departmental objectives

Personal responsibilities:

- Demonstrate personal integrity in all day-to-day interactions with colleagues, working as a positive influence and role model, acting with professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff and volunteers along with changes and developments
- Protect the reputation of the Trust
- Maintain professional levels of confidentiality commensurate with the role

Hours and physical conditions:

- Shifts will be offered on a rota basis according to business needs.
- Ability to stand for extended periods while performing duties.
- Capability to lift and carry light to moderate loads. Manual handling training provided.
- Mobility to navigate a fast-paced environments efficiently.



TERMS & CONDITIONS

CASUAL KITCHEN ASSISTANTS

Job Title:	Casual Kitchen Assistant
Reports to:	Back of House Catering Manager
Contract:	Zero hours
Work hours/days:	8, 10 and 12 hour shifts. Weekdays and weekends. Offered on a rota basis according to business needs.
Salary:	2025 National Minimum Wage from £7.55 to £12.21 per hour (plus holiday uplift and benefits)
Benefits:	<ul style="list-style-type: none">• Company events• Company pension• Discounted or free food• Employee discount• Free parking• On-site parking• Store discount
Schedule:	Every weekend, holidays, Monday to Friday.
Ability to Commute:	Biggleswade (essential)
Work Location:	In person, on-site.
Reference ID:	Casual Kitchen Assistant

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.



HOW TO APPLY

To apply for this role, please submit your CV and a covering letter outlining your suitability for the role to jobs@shuttleworth.org

We look forward to hearing from you.

