

Job Description: Catering - Seasonal Assistants, Scone Palace

Job Title:	Catering - Seasonal Assistants	Responsible to:	Head of Catering
Main purpose of job:	To deliver excellent customer service. To prepare food and drink and serve in the Catering areas whilst maintaining the cleanliness of the working environment within health and hygiene guidelines		
Main responsibilities include:			
<ul style="list-style-type: none"> • Delivering excellent customer service; working within the Coffee Shop, Old Kitchen or outdoor Catering areas • Engaging with visitors • Food and drink preparation and serving • Use of Equipment i.e., Coffee Machine - to a good standard – upon completion of training • Assisting with checking and storing of food deliveries and recording temperatures • Setting up of catering facilities, including outdoor and event catering • Taking payments and cashing up daily takings • Presentation and cleanliness of catering facilities, including clearing tables and vacuuming floors • Dishwashing and correct storage of equipment/utensils • Liaising with members of the Palace staff with regards to catering provision • Promoting other departments and events within the Palace to visitors • Responsible for the health and safety of themselves and those around them • Keeping up to date with all Standard Operating Procedures and adhering to S.O.P.'s manual • Any other reasonable duties as requested by the Head of Catering or Management Team 			
Requirements of the role:			
<ul style="list-style-type: none"> • Excellent communication, presentation and interpersonal skills • A commitment to delivering the highest standards of service • A flexible and adaptive manner and positive, helpful attitude • The ability to work efficiently in a busy environment • The ability to work well within a team • Maintain a high standard of punctuality and professionalism • Food hygiene certificate is desirable but training will be given • The willingness to undertake any training necessary for the role 			
Pay Rates: In line with National Living Wage			

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive.