

Job Description for Seasonal Hospitality Assistants, Scone Palace

Job Title:	Catering – Seasonal Hospitality 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 function 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 - Checking and storing food deliveries and recording temperatures - Setting up of catering facilities, including outdoor catering - Cash handling and cashing up daily takings - Presentation and cleanliness of catering facilities, including clearing tables and vacuuming floors - Dishwashing - Liaising with members of the Palace staff with regard to catering provision - Promoting other departments and events within the Palace to visitors - Responsible for the health and safety of themselves and those round them - 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 personal appearance - Food hygiene certificate is desirable - The willingness to undertake any training necessary for the role 		
Pay Rates	In line with National Minimum Wage		

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