



## **Catering Assistant**

**Responsible to** Catering Supervisor

**Responsible for** none

### **Key objectives**

To deliver great customer service to visitors in the Limeburners Café and temporary catering outlets on site

### **Job objectives and responsibilities:**

- Assisting in a front and/or back of house role as required
- Drink preparation and coffee making
- Working as part of a team
- Ensuring high standard of customer service at all times
- Maintaining all food safety requirements
- Ensure stock is replenished in a timely manner
- Ensuring the café is prepared for visitors prior to opening and left clean and tidy at the end of the day
- Operation of the EPOS till and credit card facilities

### **Personal Skills:**

- Friendly, hard-working and reliable
- Self-motivated and positive attitude, with good communication skills
- A strong customer-focused approach and confident when dealing with the public
- Ability to work under pressure and multi task
- Be able to work without supervision
- Good timekeeping and personal presentation

- Ability to implement food hygiene requirements to ensure safe working practices

### **Qualifications and Experience**

- Experience of working in a front of house role desirable but not essential
- Experience of working in a fast-paced environment
- Customer service experience

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