

# Job Specification



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## Operations Venues and Events

Designation: **Catering Assistant (Functions & Banqueting)**

Effective from: Sept 2021

### Main Purpose of the Job:

To assist on the service of Catering for Functions & Banqueting Events. To include Conference Catering, Dinners, Buffets, Weddings and Catering Outlets.  
As this is dependent on Bookings the hours will be varied.

Responsible to the Catering Supervisor (Functions & Banqueting) for the following:-

1. To give full consideration to customer's needs at all times by ensuring that courteous and positive attitudes are presented and that any complaints, comments are dealt with quickly and efficiently.
2. Basic preparation and serving of Food & Beverages.
3. Ensuring all food is maintained at correct temperatures and in date and that food safety and hygiene procedures are followed.
4. At the start of a shift ensuring that the whole area is clean and throughout the shift.
5. Ensuring all food commodities are disposed of or stored as appropriate at the end of each shift.
6. Ensuring tables are cleared of glassware, crockery and cutlery and are cleaned ready for next use.
7. To carry out regular cleaning and maintenance of all equipment and public areas ensuring that areas are kept clean and tidy, bins emptied and the removal of rubbish to outside waste disposal bins. To carry out periodic deep cleans.
8. To receive and check deliveries, maintaining stock rotation, carry out stock checks and report any shortages to line managers.
9. To ensure the effective setting up of rooms and equipment, moving furniture, preparing room layouts to the requirements of the customer.

10. Periodic cash handling in line with recognised procedures.
11. To ensure that all regulatory legislation relating to Health and Safety and relevant Hygiene legislation is adhered to at all times.
12. Correct use of equipment and cleaning materials in accordance with Health & Safety and COSHH Regulations.
13. To be alert to fire hazards, accident situations and the general well being of users whilst in the building. Act as Fire Marshall in the event of an emergency evacuation of the premises.
14. Ensure that sales opportunities are maximised by effective selling of all services (including ice cream, food and alcoholic beverages etc.) and ongoing communication with the Manager.
15. Any other duties which may be deemed reasonable, as directed by your Line Manager.

The Post holder will be expected to be flexible and provide cover in the absence of colleagues as required, work a variety of shift patterns including Bank Holidays and undertake such other duties considered appropriate by Senior Managers.

This is not a complete statement of all duties and responsibilities of this post. It contains only facts necessary to rate this standard job at the resultant responsibility levels.