

FULL TIME CATERING ASSISTANT (Bar and restaurant)

Line managed by the Catering Manager, the Full time Catering Assistant will provide a frontline service for the Everyman, presenting an efficient and welcoming face to the company.

Responsibilities include working in all areas of catering including Café, Circle Bar, Matcham's, and Director's Lounge.

- Providing high levels of customer service throughout the catering operation, ensuring customer comfort and satisfaction and maximising sales opportunities while operating the Restaurant or Bar areas
- Assisting with the preparation of catering facilities during your shift.
- Operation of tills and cash handling
- Keeping the catering facilities clean and tidy in accordance with good practice and hygiene regulations
- Light manual handling of furniture, stock and other items when setting up rooms.
- Maintaining stock levels
- Promptly reporting any customer complaint or problems
- Attendance at Staff meetings
- As a staff member of the Everyman, through his/her duty of care ensuring that the working environment and practices conform to Health and Safety legislation and the Everyman's Health and Safety Policy.
- To undertake such other relevant duties as may be requested from time to time by the Catering Manager or Duty Manager

Personal Specification

Essential:

- Honest and trustworthy, with references satisfactory to the Everyman
- Cash handling experience and numerate
- High standard of personal presentation and personal hygiene
- Good organisational skills
- Excellent customer care skills
- Excellent team player
- Good communication skills
- Self motivated
- An enthusiasm to learn additional skills required for the role.
- Ability to work independently.

Desirable:

- Basic Food Hygiene Certificate
- Knowledge of Food and Wine
- Cellar knowledge

Hours 39 hours per week. Salary dependant on experience.

Benefits Discounted tickets to performances and discount on drink and food.