

<b>Reporting To</b>	Catering Manager
<b>Overall Purpose</b>	To assist in the preparation and service of food items and beverages and general cleaning duties. Working to maintain high standards of service and quality. To comply with food safety and health & safety legislation in all areas of responsibility. Offer service of a polite, efficient and professional manner.
<b>Salary</b>	TBC Total Salary TBC
<b>Benefits</b>	Holiday days Bistro based

<b>Key Areas of Responsibility</b>	<b>Measures</b>
Bistro	Preparation of all working, service and dining areas. Assisting in the preparation and presentation of food items and beverages. Serve food and beverages to customers, maintaining high standards of hygiene and service. Cleaning and servicing of equipment, including vending machines, coffee machines kitchen service areas. Clearing and cleaning of all service, preparation and eating areas, utensils and equipment. Contract cleaning rotas to be adhered to at all times. Carry out special duties of work outside the normal daily routine as required. To promptly identify to the Facilities Manager any working hazards or sub-standard equipment which could provide a barrier to your achievement of company objectives.  To highlight any issues with the Bistro to the Facilities Manager.
Customer Services	To promote good, pleasant customer relations in a professional manner. To comply with all Company policies and regulations in respect of health, safety and environmental management at work and to ensure the highest standards of kitchen practice and hygiene. Assist in the smooth running of the contract at all times, especially during times of sickness, holiday. To maintain the highest level of customer contact, keeping complaints to a minimum and ensuring these are dealt with professionally and promptly
Reporting	Report all accidents, incidents, near misses, sickness, following Company's procedures. To attend meetings and training courses, as may be necessary, from time to time

**This is not an exhaustive list**

**Essential Skills / Experience required for this job**

- A minimum of three years' experience in a catering role
- Previous experience of working as a catering team
- Qualified to Level 3 Food and Hygiene standards
- Outstanding communication customer services skills
- Experience of using EPOS systems (tills / payment machines)
  
- Methodical approach to food hygiene and safety standards
- Ability to work to deadlines
- Efficient organisational skills
- Ability to demonstrate a proactive approach
- Time Management skills