



# Queen Victoria Seamen's Rest

The Seamen's Mission of the Methodist Church – Established 1843

## JOB DESCRIPTION

<b>Job Title</b>	<b>General Assistant Catering</b>
<b>Location</b>	<b>QVSR</b>
<b>Reporting to:</b>	<b>Hospitality Manager</b>
<b>Position Type:</b>	<b>Permanent</b>
<b>Hours of Work:</b>	<b>20 hours per week on a rota basis which may include evening and weekend working</b>

### Role Overview

As a Catering Assistant you will be required to provide general assistance in the restaurant and kitchen area. You will be responsible for the hygiene and cleanliness within food preparation areas. You will be also responsible for assisting the Cook for carrying out basic food preparation tasks, such as washing and peeling food. Excellent customer service would be essential part of this role.

### Key Duties & Responsibilities

- Prepare the serving area for all meals and serve food and beverages to residents and staff in the restaurant.
- Work on the till when required.
- Ensure that all deliveries are stored in compliance with HACCP regulations and stock is rotated.
- Check all food deliveries agree with the advice note / invoice.
- Take the temperature of meat and frozen goods on arrival, check bread and milk orders daily and ensure that no dry food packages or tins are damaged.
- Keep kitchen tables and shelving clean, and maintain a clean environment around the serving area, washing machine and general area up to the back stairs at all times.
- Fulfil cleaning duties as allocated on the cleaning rota, and as required. Duties include mopping floors, hoovering carpets, and cleaning sinks, fan grills, steel walls, food stores, ovens, fryers, fridges empty and clean rubbish bins.
- Cash up the restaurant each day and hand takings in to the Accounts Office / Duty Manager, ensuring money is agreed and signed for, and the correct float is left in the till.
- During closing, clear the counter, lock the pantry, ensure all lights are switched off and windows are closed, and lock the restaurant door.
- Provide excellent customer service at all times.

### Other Duties

- Assist in cover arrangements during the absence or leave of other members of staff.
- Assist where required to provide catering support for QVSR functions.
- Wear appropriate clothing at all times.
- Provide feedback from residents on the quality of the food and beverage service to the Catering Team Leader.



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## Competencies

- Food & Hygiene L2 Certificate (Essential)
- Health and Safety Certificate (Desirable)
- Good communication and interpersonal skills (Essential)
- Ability to work as part of a team (Essential)
- Ability to work outside normal working hours on a rota basis
- Good time management and attendance (Essential)
- Previous experience in a catering customer facing environment (Essential)

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.