

TOWN HALL \ Hebden Bridge

Job Title: Catering Assistant (Maternity Cover until end December 2018)

Reporting to: Catering Supervisor

Hours: 24 hours / wk including evening & weekend work as required

Pay : Dependent upon age: National Minimum Wage or National Living Wage

Closing Date: 5th January 2018 at 12 noon

Interviews: Scheduled for Tuesday 9th January 2018

Start Date: As soon as possible in January 2018

Overall Purpose

To assist in the day to day running of the Town Hall café, bar and events catering providing an excellent customer service at all times.

General Duties

- To prepare, cook and serve food and beverages at the Town Hall Café in accordance with the agreed menus
- Preparing and delivering refreshments and catering to meetings, conferences and functions within the Town Hall
- To provide an efficient and effective service to customers, understanding their needs and requirements, working to exceed these wherever possible
- To demonstrate a positive, enthusiastic, committed and flexible attitude towards customers and other team members, recognising the importance and benefits of effective team working
- Clear tables, wash and clean crockery, utensils, kitchen equipment, work surfaces, floors and the dining area
- Ensure compliance with food hygiene regulations and that a high standard of personal hygiene is maintained
- Operating the till system accurately, cash handling, and the subsequent financial administration in line with financial regulations including cashing-up.
- To work evening/weekend hours when required

All we ask of you is:

You have experience working with in a catering / bar establishment

Be able to work Evenings, Saturdays and occasional Sundays

Must be 18years or older (for bar work in line with our licence)

Work to a monthly rota.

Reliable, honest, flexible, be able to work on your own initiative and as part of a team

Please email your C.V to: graham@hebdenbridgetownhall.org.uk

(no accent on cafe) or hand it into Hebden Bridge Community Association's office in the Town Hall.

