

TOWN HALL \ Hebden Bridge

Job Title: Catering Assistant (Permanent)

Reporting to: Catering Supervisors

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

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

Closing Date: 12noon, 24th May 2019

Interviews: Scheduled for 28th May 2019 (this will include a short trial in the Café on the day)

Start Date: ASAP

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
- To work evening/weekend hours when required

All we ask of you is:

You have experience working within a catering establishment

Be able to work Saturdays, Evenings 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: cafe@hebdenbridgetownhall.org.uk

or hand it into Hebden Bridge Community

Association's office in the Town Hall.

