



Job Description: Catering - Seasonal Assistants, Scone Palace

Job Title:	Catering - Seasonal Assistants	Responsible to:	Head of Catering			
Main purpose of job:	To deliver excellent customer service. To prepare food and drink and serve in the Catering areas whilst maintaining the cleanliness of the working environment within health and hygiene guidelines					
Main responsibilities include:						
<ul style="list-style-type: none">Delivering excellent customer service; working within the Coffee Shop, Old Kitchen, Event areas or outdoor Catering areas and other sites as requiredEngaging with visitorsFood and drink preparation and servingUse of Equipment i.e., Coffee Machine - to a good standard – upon completion of trainingAssisting with checking and storing of food deliveries and recording temperaturesSetting up of catering facilities, including outdoor and event cateringTaking payments and cashing up daily takingsPresentation and cleanliness of catering facilities, including clearing tables and vacuuming floorsDishwashing and correct storage of equipment/utensilsLiaising with members of the Palace staff with regards to catering provisionPromoting other departments and events within the Palace to visitorsResponsible for the health and safety of themselves and those around themKeeping up to date with all Standard Operating Procedures and adhering to S.O.P.'s manualAny other reasonable duties as requested by the Head of Catering or Management Team						
Requirements of the role:						
<ul style="list-style-type: none">Excellent communication, presentation and interpersonal skillsA commitment to delivering the highest standards of serviceA flexible and adaptive manner and positive, helpful attitudeThe ability to work efficiently in a busy environmentThe ability to work well within a teamMaintain a high standard of punctuality and professionalismFood hygiene certificate is desirable but training will be givenThe willingness to undertake any training necessary for the role						
Pay Rates: In line with National Living Wage						

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive.