

**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		
<b>Main responsibilities include:</b> <ul style="list-style-type: none"><li>• Delivering excellent customer service; working within the Coffee Shop, Old Kitchen, Event areas or outdoor Catering areas and other sites as required</li><li>• Engaging with visitors</li><li>• Food and drink preparation and serving</li><li>• Use of Equipment i.e., Coffee Machine - to a good standard – upon completion of training</li><li>• Assisting with checking and storing of food deliveries and recording temperatures</li><li>• Setting up of catering facilities, including outdoor and event catering</li><li>• Taking payments and cashing up daily takings</li><li>• Presentation and cleanliness of catering facilities, including clearing tables and vacuuming floors</li><li>• Dishwashing and correct storage of equipment/utensils</li><li>• Liaising with members of the Palace staff with regards to catering provision</li><li>• Promoting other departments and events within the Palace to visitors</li><li>• Responsible for the health and safety of themselves and those around them</li><li>• Keeping up to date with all Standard Operating Procedures and adhering to S.O.P.'s manual</li><li>• Any other reasonable duties as requested by the Head of Catering or Management Team</li></ul>			
<b>Requirements of the role:</b> <ul style="list-style-type: none"><li>• Excellent communication, presentation and interpersonal skills</li><li>• A commitment to delivering the highest standards of service</li><li>• A flexible and adaptive manner and positive, helpful attitude</li><li>• The ability to work efficiently in a busy environment</li><li>• The ability to work well within a team</li><li>• Maintain a high standard of punctuality and professionalism</li><li>• Food hygiene certificate is desirable but training will be given</li><li>• The willingness to undertake any training necessary for the role</li></ul>			
<b>Pay Rates:</b> 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.*