



JOB DESCRIPTION

Catering Assistant (Casual)

GRADE / HOURLY RATE		£4.62 to £8.91 per hour	HOURS	Variable
RESPONSIBLE	To	Catering Supervisor		
	For	N/A		
Location		Larkfield Leisure Centre		

GENERAL DESCRIPTION OF DUTIES

Working as part of a team in the day to day operation of the Café / Bar at Larkfield Leisure Centre and the services it provides.

SPECIFIC DUTIES

- Ensure the effective day to day operation of the Café / Bar facilities, responding to incidents that may occur and dealing with customer enquiries.
- Adhere to high standards of hygiene at all time, ensuring a high level of cleanliness and customer service at all times.
- Ensure stock rotation on delivery of goods/replenishing stocks.
- To ensure that catering equipment/utensils are maintained in good safe order and condition and that defects are properly reported.
- Assist with special Events.
- Operate till with a high level of honesty and efficiency, ensuring security of cash registers and reporting any discrepancies.
- To ensure all records, where appropriate, are neatly maintained.
- To attend relevant training and to keep essential training updated.
- Ensure that you work in line with all the Trust's policies and procedures and ensure that you are aware of your obligations under these.
- To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
- Adhere to the rules and practice of the bar license and licensing laws, ensure responsible service of alcohol policies are implemented at all times.

This job description is not intended to exclude any task, which the post holder might reasonably be required to undertake.