

Job description

Title:	Catering Assistant
Department:	Catering
Responsible to:	Catering Manager
Contract terms:	Permanent seasonal contract, Mid-March to end December
Working hours:	Flexible days and hours available to cover rota over 7 days
Pay:	£9.50 per hour
Holiday:	33 days pro rata

We are looking for talented and energetic individuals to join our small, friendly team at the American Museum & Gardens. If you are passionate about excellent service, great food and want to add value to our customers, we want to hear from you.

We are looking to recruit catering assistants with:

- A strong customer service approach
- A friendly approach
- An interest in good quality food

We will give you:

- A good work life balance
- Flexibility around rotas and days off
- Daytime shifts with the opportunity for additional evening hours
- Free meal (when working over 6 hours)
- 10% discount in our shop
- Free parking
- Free hot drink and cookie each day from The Garden Café
- Wellbeing programme (free weekly yoga classes)
- Free entry to the museum for you and your immediate family, and 6 guest passes
- Annual leave of 25 days pro rate

Your skills & enthusiasm will ensure a friendly and appealing catering offer for our visitors, guests, staff and volunteers.

You will work safely and in a hygienic way ensuring high standards of food hygiene and adhere to health and safety policies & procedures.

Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the American Museum in Britain.

Duties:

- Deliver excellent service to each of our customers
- Ensure highest standards of presentation of food and drink at all times
- Preparation of hot drinks using a Barista system, and service of food items
- Preparation of simple menu items
- Maximisation of sales through product knowledge
- Use of the till
- Wash up and undertake general cleaning, ensuring that we maintain an appropriate environment for visitors
- Maintain food hygiene and health & safety regulations as directed by the Catering Manager.
- Promote and represent the American Museum and Gardens work and policies at all times.
- Undertake any other duties and responsibilities that are compatible with the overall scope and authority of the appointment.

This statement is a guide to the nature of the work required of a Catering Assistant. It is not wholly comprehensive or restrictive and does not form part of the contract of employment. All employees are required to work within the terms of their contract of employment and adhere to the American Museum and Gardens policies.

Personal specification

- Strong customer service focus
- Good levels of numeracy
- Good communication skills
- Able to follow guidance and to present food and drink to required standards
- Willing to train in basic food hygiene, barista, allergen and health & safety requirements
- Ability to learn how to use the till
- Interest in developing product knowledge
- Ability to promote products to increase sales
- Previous working as part of a team

Other information

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment.

We welcome applications from people from all cultures and backgrounds.

This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview you will be asked to disclose details of any convictions which are not yet spent.

The American Museum & Gardens is an equal opportunities employer.

To apply

Please send a covering letter, recording or video outlining how you meet requirements of the Role, together with a completed Equal Opportunities Monitoring Form, to:
ines.laidler@americanmuseum.org