



## Job Description

- Job Title:** Catering Assistant (Bar)
- Reports To:** Assistant Manager/Duty Manager
- Direct Reports:** N/A
- Job Purpose:** To be responsible for the event bar service and assist in other activities that support conference and social events, in accordance with operational and statutory requirements, striving to deliver the highest level of customer and staff satisfaction.

### KEY RESPONSIBILITIES

#### Food and Beverage Operations

- Act as a responsible bar operative during periods of bar operation.
- To adhere to quality and presentation of bar products in accordance with standards of operation.
- To assist in the provision of food and beverages for all Centre activities in compliance with prescribed standards.
- To adhere to the bar operating procedures with respect to goods receiving, storage and stock control.
- Carry out cellar duties including line cleaning, bottling up, brand presentation and glass maintenance.

#### Health, Safety & Hygiene

- To assist in cleaning duties in accordance with cleaning schedules, incorporating Café, storeroom and all equipment therein.
- To ensure that the bar operation complies with all statutory procedures in, food safety, due diligence practices and records.

- To maintain the highest standards of personal presentation and hygiene to statutory and company requirements.
- To ensure compliance with all health and safety practices and procedures including C.O.S.H.H., first aid, hazard reporting and requirements of wearing PPE.
- To work with and as a team in a safe manner with a view to the safety of yourself, fellow workers and Centre members and users.

### **General**

- To provide excellent customer service to users of the Centre.
- Take part in the Group's training programme and other activities.
- To assist, advise and support if necessary any other community facilities managed or supported by the Group and to share knowledge and expertise with other regeneration activities.
- To take personal responsibility for ensuring that designated duties are executed at all times in accordance with corporate policies and procedures.

*No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.*