

JOB DESCRIPTION FORM

Job Description

Job Title:	Catering Assistant
Location:	Watchtree Nature Reserve, Nr Wiggonby, Carlisle Cumbria CA5 6NL
Reports to:	Visitors Centre Team Leader
Staff responsibilities: Working alongside volunteers, no staff responsibility	
Hours of work:	Minimum 3 days per week – maximum 5 days per week. Frequency will depend on trade throughout the year. Hours of work 9am – 5pm . This role includes weekend and bank holiday work.
Salary Range:	National Living Wage
<p>Summary of position: We're looking for an enthusiastic individual with a passion for food and the outdoors! The successful candidate will be responsible for the daily operation of our new outdoor catering venture 'The Shed', supported by our Visitors Centre Team Leader.</p> <p>'The Shed' is a quirky catering trailer which will be located remotely on the reserve, providing the perfect place for our visitors to stop for a brew and a bite to eat. Following a year of Covid chaos we hope to provide an attractive, safe space for people to relax and enjoy all that Watchtree has to offer.</p>	

Primary Responsibilities

Ensure that every visitor to Watchtree receives a warm welcome.	Accurate use of the till and cash handling.
Maintain high standards of hygiene for food preparation and service	Take food orders, prepare food, serve and clear tables.
Ensure the catering unit is clean and tidy at all times	Housekeeping and daily maintenance of catering unit.
Carry out administration duties in accordance with Watchtree Policies and Procedures.	Become an integral part of the Watchtree team, being adaptable and willing to assist in a variety of different roles

Personal Specification

	Essential	Desirable
Qualifications & Training	GCSEs: Maths & English	First Aid at Work Food Hygiene
Experience	Excellent Customer Service Skills Disability awareness	Food preparation Housekeeping
Qualities and Attitude	Personable, Pro-active individual, Keen to learn	
Product Knowledge	Watchtree Nature Reserve: Services, facilities, and history. Environmental health	

Competencies

Financially aware and trustworthy	Reliable and punctual
Workplace House Keeping	Customer service