



## **JOB DESCRIPTION**

Job Title: Catering Assistant

Location: Gongoozler Restaurant, Dudley Canal & Tunnel Trust

Hours of Work: tbc

**Function:** To assist with all aspects of the catering offer, to include Front of House service, food service, kitchen preparation and clean up and support special events and hospitality functions.

### **Duties:**

Deliver an exemplary customer service offer.

Take and process food orders and liaise with kitchen staff.

Use of till, money handling and cashing up.

Food service to include delivery of orders and table clean downs.

Assist with preparation of food offer.

Assist with start of day set up for kitchen and restaurant and end of day clean up.

Ensure front counters are presentable and all food items are clearly displayed.

Support weddings and special event bookings.

### **Person Specification: Essential**

- Presentable appearance
- Good communication skills
- Ability to handle money
- Flexible working

### **Person Specification: Desirable**

- Catering/Front of House experience