

PERSON SPECIFICATION

Senior Catering Assistant

Essential Skills/Work Experience

- Experience of working as a Senior Waiter/Waitress in a 4* or 5* environment.
- Basic food hygiene certificate (to include an understanding of food preparation and hygiene law).
- Excellent customer service skills and the ability to interact with people at all levels in a professional manner.
- Able to work flexible work pattern and be adaptable to requirements, prioritising tasks to meet changing needs, as and when required.
- A good team worker with a friendly personality.
- Previous supervisory experience.
- Experience of cash handling to ensure monies are cashed up and cash floats are made up.
- Must be competent and trustworthy as they will be a key holder.

Other Requirements

- Smart appearance.
- Able to carry trays, bottles etc as required.
- Good timekeeper (who needs to be able to work on a rota basis together with colleagues).
- Able to work effectively during both hectic and quieter periods.
- Needs to be flexible, calm, able to follow procedures as well as to work on their own initiative.
- Excellent spoken and good written English as they will be required to answer the telephone, speak to Members and write down requirements in the diary.

Desirable

- NVQ level 2 – relevant to the job.
- Basic IT skills.