



TRUSTEES OF THE CHATSWORTH SETTLEMENT

JOB DESCRIPTION

Job Title: Catering Assistant
Location: Cavendish Club
Accountable To: Cavendish Club Supervisor
Principle Manager: Head of Catering

Purpose of Post:

To deliver excellent customer service in a busy bar and restaurant style environment, supporting the smooth day-to-day operation of the Cavendish Club.

Main duties and responsibilities:

As part of a team you will be required to work in the following areas as directed by your supervisor:

- To provide a first class standard of customer service at all times.
- Take orders from customers and serve them promptly.
- Prepare food.
- Resolve customer enquiries efficiently and politely.
- Ensure full knowledge of the current menu.
- Correctly operate tills and credit card machines.
- Clear and clean tables promptly for the next customer.
- Assist with pot wash as directed by the supervisor ensuring a clean supply of pots at all times.
- Carry out general cleaning duties in the public areas of the Cavendish Club including: tables, floors, work surfaces, windows and toilets.
- Assist in other areas of the department as required.
- You may be asked to assist with daytime or evening functions.

This is a description of your duties and responsibilities at the present time, however, this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.

Personal skills and abilities:

- Previous experience working within a busy catering environment.
- Excellent attention to detail.
- Ability to use own initiative and work as part of a team.
- Able to demonstrate excellent customer service.
- Awareness of food hygiene.
- Previous cash handling and bar work experience (desirable)