



Almond Valley Heritage Trust
Catering Assistant – Part Time
Job Reference: TCA-01-2024

Thank you for enquiring about the post of Catering Assistant with Almond Valley. This is a permanent part time pensionable appointment. The successful candidate will be expected to work weekends and public holidays. Interviews for the post will be taking place week commencing 26th February 2024.

POST DETAILS

Salary	National Living Wage (this is currently under review)
Location	Almond Valley Heritage Centre
Manager	Mhairi McGregor
Contract	Seasonal
Working Hours	16 hours week. Mainly working weekdays
Start Date	25 th March 2024

OVERVIEW OF THE POST

All Catering Assistants are responsible for the delivery of high quality food and service at Almond Valley Heritage Centre. Customers are expected to receive the same high quality of service whether in the Tearoom, at a Birthday Party, the Shepherd's Hut or when using Soft Play.

Catering Assistants are expected to communicate well, respond quickly to instructions and work as part of a team.

INFORMATION ABOUT TEAM

You will form part of the Catering Team, lead by the Catering Manager. You will be responsible to the Senior Catering Assistant/Kitchen Leader according to work location.

SCOPE OF DUTIES

Key Responsibilities, Duties and Objectives

Kitchen

- Supporting the Kitchen leader in food preparation and service
- Carrying out basic food preparation tasks – peeling and chopping vegetables, baking
- Ensuring senior personnel are equipped with ingredients and equipment
- Tidying and rotation of stock, accepting deliveries, correct storage of food supplies and consumables
- Cleaning of kitchen work surfaces, equipment, floors, walls et
- Dish washing duties

- Understanding Health & Safety, HACCP, Environmental Health Legislation and Almond Valley procedures

Front of House

- Service of hot and cold drinks, bakery goods and grab-and-go items
- Taking orders for hot foods and relaying of these
- Operation of the tills
- Assisting with waiting and table service duties
- Maintaining tables, chairs and high chairs in a clean and tidy fashion i.e. clearing between customers
- Maintaining the servery counter and till points to the standard specified by senior staff
- Ensuring cleanliness of all service areas
- Ensuring adequate stocks of cutlery, napkins etc
- Stocking of refrigeration, display units to the specification indicated
- Understanding fire safety and emergency evacuation procedures
- Record feedback from visitors

ABOUT YOU

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • REHIS elementary food handling certificate
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working unsupervised 	<ul style="list-style-type: none"> • Previous experience in commercial catering
Skills & Abilities	<ul style="list-style-type: none"> • Ability to prioritise tasks and duties • Be a team player • Willingness to take on jobs to balance the team workload 	<ul style="list-style-type: none"> • Good customer care skills • A head for numbers • The ability to cope in a busy and sometimes hectic working environment
Personal Qualities	<ul style="list-style-type: none"> • Maintain excellent time-keeping and attendance. • Be professional at all times. • Good interpersonal skills, able to work as part of a team, able to work independently 	

How to apply for this post

You can apply on-line by visiting our website at www.almondvalley.co.uk/about-us/jobs/. Please note that when applying online, we will only be able to see your application once you submit it.

Alternatively your completed application form can be sent by email to jobs@almondvalley.co.uk or by post to Human Resources, Almond Valley Heritage Centre, Millfield, Livingston, West Lothian, EH54 7AR to arrive by 14th February.

For further details on this post contact HR on telephone number 01506 414957 or by email jobs@almondvalley.co.uk

To assist in your application, please take time to read the guidance notes and the Why choose us section on our website