

Kent County Council

Job Description: *Catering Assistant*

Directorate:	Growth, Environment and Transport
Unit/Section:	Country Parks – Shorne Woods Country Park
Grade:	KR3
Responsible to:	Catering Services Manager

Purpose of the Job:

To assist in the daily operation of the Shorne Woods Country Park café and kiosk and providing quality service.

Main duties and responsibilities:

- To prepare food for sale as directed
- To serve food and drink to customers, clear tables etc as directed
- To operate the till correctly and report any discrepancies
- To ensure the cleanliness of all areas of the café and equipment used
- To assist with stock checking
- To report any defects with the equipment
- To present a pleasant and helpful manner to the general public at all times
- To participate in any relevant training for the duties of this post as required
- To comply with standard employee Health & Safety at Work responsibilities, and with the Council's Equal Opportunities policy
- To carry out other associated duties as may be assigned by the Assistant Catering Supervisor or other senior member of the Visitor Services team

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Catering Assistant*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to GCSE level
EXPERIENCE	Previous customer service and/or catering experience. Previous experience of working with cash and till transactions
SKILLS AND ABILITIES	Flexible – willing to switch between roles in the café and shop as required. Reliable, punctual and trustworthy with cash and other valuables. Ability to work in a team and on own initiative. Willing to muck in and help out, from cleaning through to greeting VIPs. Good communicator – able to answer basic enquiries from the public (with training/ knowledge provided) or find someone who can.
KNOWLEDGE	Enthusiastic about the Country Park and happy to help others enjoy it. Food hygiene awareness and/or a food hygiene certificate
BEHAVIOURS	Friendly and cheerful disposition, with an ability to get on well with all people. Willingness to undertake any relevant training.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions</p>

	<p>and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
--	---