

# Kent County Council

## Job Description: *Catering Assistant*

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

### **Purpose of the Job:**

To assist in the daily operation of the Trosley Country Park café 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.

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### Person Specification: *Catering Assistant*

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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.

|                             | <b>CRITERIA</b>   |
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| <b>QUALIFICATIONS</b>       | Educated to GCSE level  |
| <b>EXPERIENCE</b>           | Previous customer service and/or catering experience.<br>Previous experience of working with cash and till transactions   |
| <b>SKILLS AND ABILITIES</b> | Flexible<br>Reliable, punctual and trustworthy with cash and other valuables.<br>Ability to work in a team and on own initiative. Willing to muck in and help out, from cleaning through to greeting VIPs.<br>Good communicator – able to answer basic enquiries from the public (with training/ knowledge provided) or find someone who can.   |
| <b>KNOWLEDGE</b>            | Enthusiastic about the Country Park and happy to help others enjoy it.<br>Food hygiene awareness and/or a food hygiene certificate  |
| <b>BEHAVIOURS</b>           | Friendly and cheerful disposition, with an ability to get on well with all people.<br>Willingness to undertake any relevant training.<br><br><b>Kent Values:</b> <ul style="list-style-type: none"><li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li><li>• <b>We are curious to innovate and improve</b></li><li>• <b>We are compassionate, understanding and respectful to all</b></li><li>• <b>We are strong together by sharing knowledge</b></li><li>• <b>We are all responsible for the difference we make</b></li></ul> |