



Job Description

Job Title:	Events & Catering Assistant
Reports to:	Commercial Manager
Direct Reports:	Duty Supervisor
Hours:	As business requires – days evenings and weekends
Days:	As business requires
Salary:	£9.99 per hour

Weddings & Events (Commercial)

- Assisting with the hard setting of weddings and events both within Shuttleworth House and surrounding site
- Setting tables and chairs, moving the House portable bar and fridges into position and laying the dance floor as well as de-rigging after a wedding or event
- Working under the Venue Supervisor and may be required to work alone as and when required being entrusted to complete set tasks within a certain time period.
- Maintain high level of food hygiene and health and safety standards
- Working from external catering outlet for weddings and events within the commercial department
- Includes lone working and requires experience in front of house work as well as competency with coffee machines, use of till software and stock management

Catering (Visitor Attraction)

- Day to day operations within the Runway Café and external outlets
- Working under the Catering Supervisor to deliver excellent customer service
- Maintain high level of food hygiene and health and safety standards
- Working during peak business periods such as airshows and other Visitor Attraction event days
- Includes lone working and requires experience in front of house work as well as competency with coffee machines, use of till software and stock management

Personal Responsibilities

- Demonstrate personal integrity in all day to day interactions with colleagues, working as a positive influence and role model, acting with professionalism and tackling challenges in a pragmatic and collaborative manner
- This role involves heavy lifting, time-management and lone working. You must be able to stand for long periods of time and be willing and physically able to move heavy furniture.

It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.

Selection Criteria

CRITERIA	STANDARD	E/D	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • GCSE's grades A-C (or equivalent) • Customer service • Online food safety training 	E D D	
Work Experience	<ul style="list-style-type: none"> • Previous customer facing hospitality/bar experience • Weddings and events experience 	D D	
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent verbal and written communication • Knowledge of hospitality industry (preferred 1+ yrs) • Good organisation skills • Great time management and efficiency with work load 	E D E E	
Aptitudes	<ul style="list-style-type: none"> • Able to work unsupervised • Able to work under pressure • Willing to undertake further training • Flexible, and adaptable, undertaking additional duties where necessary • Professional and friendly 	E E E E E	

The above description is not exhaustive to the role and you may at times be required to assist with other tasks as and when required.