# Job Description and Person Specification

## Job details

Job title: Food and Beverage Team Member

Grade: Scale 1

Reports to: Duty Manager

Responsible for: N/A

Directorate and Service area: Housing and Communities

## Purpose of the job

* To provide bar and catering services to customers at Priors Hall Golf Course bar and restaurant.
* To prepare and serve food and drinks to customers during operating hours on a day to day basis.
* Assist Catering supervisor to deliver food and beverages for golf societies throughout the year.
* To maintain a high quality, clean and well managed commercial kitchen that meets government food hygiene standards.

## Principal responsibilities

1. Ensure that the highest standards of hospitality are demonstrated at all times
2. Take orders and payment from customers ensuring that proper identification is received to serve alcoholic beverages when required
3. Always respond to customers in a timely, friendly and efficient manner.
4. Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
5. Clear tables and ensure the catering areas remain clean and tidy at all times, following sanitation procedures.
6. Cook food by various methods, ovens, grillers, fryers and microwaves.
7. Ensure great presentation by dressing dishes before they are served
8. Ensure kitchen and bar areas are kept to a high level of cleanliness and orderly environment, ensuring all food and other items are stored properly

## General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
2. Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Special features of the post

* Hours of work will be flexible to meet the needs of the business and seasons.
* Early mornings, Evening, weekend work will be required.

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | * Food Hygiene Certificate * Good standard of Education (Maths and English) | * First Aid qualification * Catering qualification i.e. NVQ level 2 or equivalent |
| Experience and Knowledge | * Experience of working in a busy environment taking orders and serving customers * Experience of cash handling, taking payments and till operation | * Proven experience as a cook – 6 months * Experience in using cutting tools, cookware, and bakeware in a professional kitchen * Knowledge of various cooking procedures and methods (grilling, baking etc) * Experience of cooking and serving large number of people up to 50 people * Experience of working in a bar serving soft and alcoholic drinks. |
| Ability and Skills | * Ability to work as part of a team or alone * Customer care skills * Good communication skills * Ability to work flexible hours to meet the needs of the business | * Have some ICT skills |
| Equal Opportunities | * Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors |  | Be able to serve alcohol, will need to be over 18 years |