



# Job Description: Catering and Housekeeping Assistant

Job Title:	Catering and Housekeeping Assistant
Level:	3
Salary/Hourly Rate:	£23,000 + meals when on shift
Term:	fixed term, 31 <sup>st</sup> March 2025 to 31 <sup>st</sup> August 2025 with the possibility of a contract extension depending on booking levels
Hours:	35 hours a week with split shifts, evening shifts. Monday to Friday
Responsible to:	TBC
Accommodation:	Possible options available, please contact us for more information

## Role Summary and Accountabilities:

The catering assistant will be primarily responsible for creating visually pleasing and tasty meals from our small and simple menu to group of children on activity residentials as well as ensuring the accommodation, toilet and shower facilities are cleaned to a high standard.

As part of this, a high level of personal hygiene, an excellent work ethic and good customer service skills will be important factors in their day-to-day work. Work process such as cleaning, tidying storing and labelling food as well as working to the standards set by the Safer Food Better Business (SFBB) is critical.

Secondary tasks such as simple grounds work, cleaning and supporting the activity team will form part of your duties where we have gaps in our catering provision.

## Job Description:

### Cooking

- Storing food safely and rotating stock efficiently are essential.
- Preparing food hygienically in line with SFBB and food and hygiene level 2 standards
- Be able to cook tasty and attractive meals from a simple and limited recipe for large groups of people.
- Be able to cook to a schedule and serve food in multiple locations.
- Have high standards of personal hygiene.
- Promoting and enforcing standards for good food safety and hygiene across staff and guests



- Promoting recycling, composting and environmentally friendly procedures when it comes to waste food and packaging.
- Be prepared to work split shifts and antisocial hours to meet the demands of the catering needs.
- Take daily orders for pack lunches and prepare in good time.

### Cleaning

- Ensuring all catering facilities are kept clean during food preparations, before and after use
- Creating and maintaining a schedule of deep cleaning for all catering facilities
- Ensuring all cooking equipment, lates and crockery are cleaning after each use.

### Customer service

- Have excellent face to face skills with customers including children and group leads and teachers.

### General duties

During periods where there are no catering groups, the cook should be prepared to:

- Conduct additional cleaning associated with catering operations (such as deep cleaning and stock takes)
- Support with or take lead on cleaning of the site, building and washroom facilities working closely with the booking coordinator.
- Support with grass cutting and other general site work working closely with the maintenance coordinator.
- Support with general activity tasks and maintenance where trained working closely with the [Centre Manager]

### Other:

Due to the varied and ever-changing nature of operations at VFC & BFA you may be required to undertake additional roles, responsibilities, and tasks\* as necessary to facilitate the smooth running of activities.

\*(within your level of experience, training, and capability)



## Person Specification

### Summary

We are looking for someone who is very organised, able to cook good but simple food following a simple menu who is polite and great with people. The catering provision is small so being able to work along side someone is key and the willingness to step in and get your hands dirty with all aspects of the job is important.

### Experience

- Some cooking experience is important.
- Experience of customer service is important.

### Essential Skills and Qualifications

- Ability to cook simple and tasty meals, training can be provided.
- Level 2 food and hygiene (this can be completed at the start of the contract)
- Excellent people skills

### Desirable Skills and Qualifications

- Activity experience
- Groundwork and handy man experience
- First aid qualification
- COSHH training
- Manual handling training

**BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post will require an enhanced DBS check.**