

Casual Bar/Catering Assistant – Grade 1

Job purpose

Kirklees Catering Service provides high quality catering services to Town Halls throughout Kirklees. It also provides café and restaurant services in some commercial premises. As a Casual Bar/Catering Assistant, you will support in the delivery of a high quality, customer focused bar/catering service delivered to customers, staff, and visitors to the Town Halls. In addition to providing the service on a day to day basis, you will be involved in providing theme evenings and other events to promote and develop the services.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

Ensure that the conditions of the Entertainments Licence are adhered to at all times.

The preparation of food and drink items such as buffets, drink receptions, dinners are kept to a high standard.

The preparation and clearing down of service and bar areas along with cleaning and washing up duties to ensure high standards of cleanliness.

Following service instructions, you will present and serve food in accordance with sound food hygiene and Health & Safety legislation and practices.

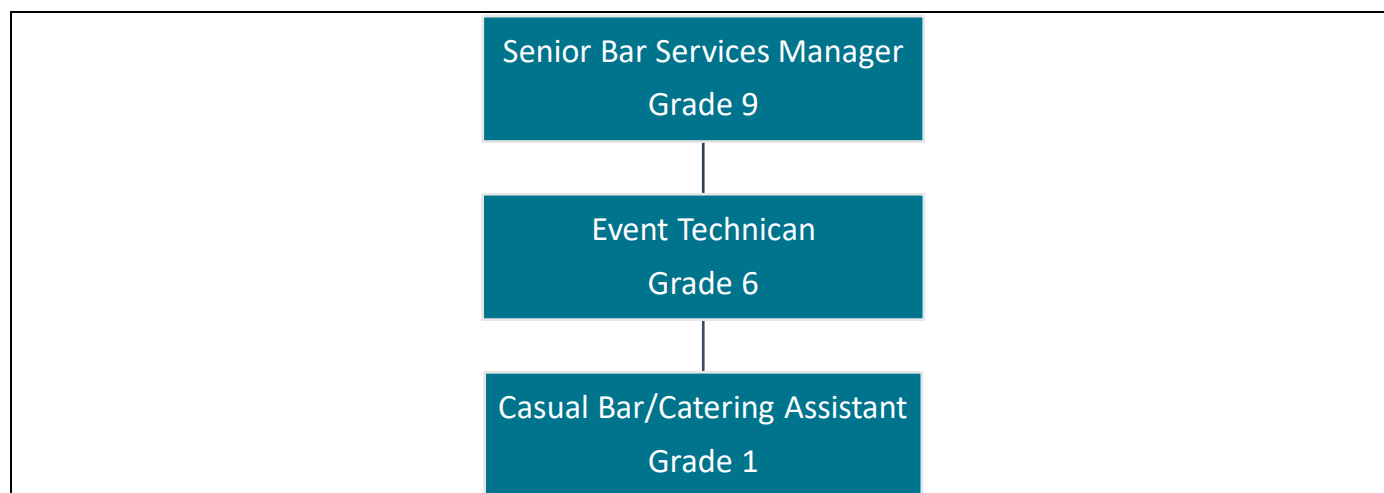
Assist in the promotion of the four Town Halls/Parks and their usage by participating in theme days and putting forward your ideas for improving the service.

By being aware of the needs of those customers with medical or religious diets you will help to ensure that all customers are appropriately catered for.

Observing all relevant Service and Council policies and taking part in training activities to support the development of yourself and the team.

You will need to be able to work from your own initiative in a fast-paced environment and can work effectively as part of a team; supporting colleagues where appropriate.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of working in a bar/catering environment.	Desirable
Certificate in food hygiene or and equivalent level of experience	Desirable
Effective communication skills to encourage and maintain good relationships with customers and colleagues	Essential
A high standard of personal hygiene.	Essential
Following an offer of appointment, you will be required to undertake a standard medical screening and any other medical screening as determined by the occupational health unit.	Essential
To be available for work for at least 3 events/functions per calendar month.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Venue Management	Grading ID	62520
Job ID	80100220	Last Updated	December 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
HR checked	M Lunn		