



## **Hospitality Catering Assistant (Day Times)**

Casual hours circa 20-26pw

### **ABOUT ST GEORGE'S BRISTOL**

St George's Bristol is one of the UK's leading concert venues, in a typical year welcoming around 120,000 visitors to the building. Our aim is to create a diverse and sustainable programme of the world's finest musicians and thinkers, and to provide a vital platform for local amateur creators, as well as supporting the work of practitioners in grassroots, voluntary and learning contexts. We are a registered charity and engage with many communities through innovative creative projects, school visits and partnerships. St George's also operates as a commercial venue, hiring out our spaces for meetings, conferences, wedding receptions, recordings and filming.

### **ROLE OUTLINE**

The role of Hospitality Catering Assistant is to assist in the preparation and serving of food for this busy events venue and provide support to the Hospitality Manager in the running of the kitchen.

### **DUTIES & RESPONSIBILITIES**

- Support the Hospitality Manager in running the kitchen
- Prepare lunch menu items for the daytime food operation to a high standard and in a timely fashion
- Assist in preparing mezze platters for evening pre-orders as required
- Prepare any event in-house catering for external clients as requested (buffets, pastry breakfasts etc.)
- Monitor food stock and wastage, and prepare and submit orders to Hospitality Manager
- Assist with Café Bar front of house service when required
- Ensure all food deliveries are correct and in temperature
- Maintain Kitchen cleanliness, adhering to health and safety standards and schedules
- Attend regular training on health & safety, company policies and food/drink training
- Co-ordinate the day to day kitchen operation
- Reporting of any maintenance issues arising within the workspace
- Support the Hospitality Manager and carry out any other duties as required by CEO and the organisation

## PERSON SPECIFICATION

Experience	Proven work experience in a kitchen
	Basic food hygiene
	Face to face customer service
Skills and abilities	Implementation of policies and procedures
	Knowledge of culinary and baking techniques
	Knowledge of hygiene and health & safety regulations
	Commitment to a high level of customer care
	Ability to remain calm under pressure and undertake various tasks
Personal qualities	Ability to manage and prioritise tasks
	Enthusiastic, organized, reliable and proactive approach to work
	Friendly manner and ability to work with a wide range of people
	Ability to work as part of a close-knit team
	Passionate about food and hospitality
	Hardworking, flexible and adaptable
	Loyal and trustworthy

## INCLUSION POLICY

We are keen to ensure that our team is diverse and benefits from a wide range of backgrounds, perspectives and styles of thinking and working. We welcome applications from people who are currently underrepresented in the arts sector. We commit to interview every candidate who has the required essential skills and attributes and who identifies as disabled and/or being from a Global Majority heritage. If you identify in this way and would like to attend an interview, we would be grateful if you could make this clear in your covering letter.

## TERMS & CONDITIONS OF SERVICE

Salary	£12.71 per hour
Hours of work	Around 20-26 hours per week on a flexible rota encompassing daytime (typically Mon-Fri with some weekend availability) Job share available.
Pension	St George's Bristol operates a Group Pension Plan which complies with current legislation
Benefits	Staff ticket scheme for complimentary and discounted tickets for events; staff catering discount in St George's café/bar

## **APPLICATION**

Please email a single-page letter (or alternatively a short video) stating why you think you are suited to this role, plus your CV, to [s.scarborough@stgeorgesbristol.co.uk](mailto:s.scarborough@stgeorgesbristol.co.uk)

Please also complete our anonymous Equal Opportunities monitoring form online at <https://forms.office.com/r/peUJeQczAq>

**We are welcoming applications on a rolling basis**

To find out more about the work of St George's, please visit - <https://www.stgeorgesbristol.co.uk/about-us/>

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