

# WESTON-SUPER-MARE TOWN COUNCIL

## JOB DESCRIPTION

**Post:** Casual Staff (Museum)

**Responsible to:** Catering Supervisor

**Salary:** NMW

**Hours:** Variable

### **Management Relationships:**

Potholders will report directly to the Catering Supervisor and work alongside Café Assistants and Volunteers as part of a 7-day a week operation which includes evening and weekend functions and events.

### **Purpose of Role:**

To assist in the day to day aspects of the café/bar and ensure that customers' expectation of food and beverage and customer service are met. This will include parts of café/bar operation including equipment cleanliness, preparing food and drinks, health and safety, customer-care and catering administration.

### **Specific Responsibilities:**

- Opening and closing the café/bar and making sure it is secure at all times.
- Setting up and help run the café/bar.
- Preparation of hot and cold meals and drinks to order in compliance with food hygiene, health and safety and licensing regulations.
- Monitor and record relevant steps and activities of food preparation and hot and cold storage using Safer Food Better Business guidelines.
- Work alongside other catering staff and café volunteers.
- In the absence of the Catering Supervisor, help to coordinate the café/bar volunteers to ensure that the café/bar is always adequately staffed.
- Ensure high levels of cleanliness and hygiene are met at all times.
- Ensure that high levels of customer service are provided at all times.
- Assist with the cleaning, repair and maintenance of café machinery and record daily records for health and safety.
- Cash handling and start/end of day banking.
- Liaise with Catering Assistants in the Catering Supervisor's absence on stock ordering, storing of food, beverages and cleaning products, stock takes and maintaining stock levels at appropriate levels.

- Awareness of licensing restrictions, laws governing sale of alcohol and reporting all breaches to Visitor Services Manager.
- Help run the café/bar during events, including catering, hosting and late night opening in conjunction with the Catering Supervisor and Visitor Services Manager.
- Help reduce wastage by ensuring correct procedures are followed.

**General:**

- Ensuring that systems and processes comply with Council Policy and Procedures.
- Complying with the Council's Equal Opportunities, Equality and Diversity, Health & Safety, and Safeguarding Policies and Procedures at all times.
- Undergoing such training as shall be identified by the Catering Supervisor and Visitor Services Manager.
- Undertake any such other duties as reasonably requested by the Catering Supervisor and Visitor Services Manager.
- Assist with the Council's civic and community programme where needed.