

# SEVENOAKS TOWN COUNCIL

## JOB DESCRIPTION

### Modern Apprentice Vine Cafe Catering Assistant

**Responsible to:** Vine Cafe Manager

**Job Description prepared:** October 2018

#### **Key Responsibilities and Objectives**

##### Catering Duties

1. Know the menu and be fully capable of preparing any item on it.
2. Know the proper presentation, make up technique, preparation method and desired flavour of all items on the menu.
3. Provide excellent customer service.
4. Keep the dining areas both inside and outside clean and safe.
5. Washing up, cleaning as required in the Vine Café.
6. Ordering of stock
7. Stock maintenance and controls, including use by date and food rotation procedures.
8. Compliance with Environmental Health hygiene regulations, including following cooking standards, quality standards and kitchen rules, policies and procedures. Know proper function, operations, maintenance and cleaning of kitchen appliances.
9. Completing and passing Hygiene Certificate course
10. Cashing up till at the end of session
11. Wear appropriate uniform

12. To act as a responsible adult and work cooperatively with the other members of the staff team
13. To conduct yourself with service users and the public in a polite, professional and approachable manner at all times
14. Be proactive in assisting the manager in the planning, development, delivery, promotion and evaluation of activities, events and initiatives provided by the Vine Café
15. To undertake relevant training as appropriate and necessary, as directed by the Cafe Manager
16. Acting as a priority key holder for the Café

### **Outline Terms and Conditions**

- 37 hours per week as per opening time of venue
- 1 day per week approx. studying catering
- 21 days annual leave (pro rata)
- £150 per week