



Job Description

Position:	Site Assistant – Catering & Housekeeping
Location:	Barnston, Wirral
Hours of Work:	Full –time (40 hours pw.) in a flexible shift pattern that includes weekends.
Reports to:	Centre Manager

Purpose & Scope of Role:

- Provide catering and all kitchen duties

Key Tasks:

- Work as part of a team to provide catering for our visiting groups
- Prepare, cook and serve meals to a high standard promptly and efficiently
- Ensure the kitchen is thoroughly cleaned and maintained
- Support the monitoring of stock and ordering of supplies
- Provide consistently high standards of visitor care at all times when welcoming visitors to the site.
- Take part in the general housekeeping of the site i.e. cleaning and washing.
- Ensure the security and safety of visitors, staff, volunteers, the premises, and stock at all times.
- Work flexible hours as required in accordance to planned rotas.
- Driving duties as and when required.
- Report to the Centre Manager / Assistant Manager

Health and Safety:

- To follow all Health, Safety, and Hygiene procedures at all times, be responsible for own Health and Safety and ensure all incidents or accidents are recorded as per company policy.
- Ensure all equipment and general environment is kept clean and safe.
- To record any incidents or accidents as per company policy.

Safeguarding:

- To ensure complete compliance Child Protection, and other procedural guidelines relating to safeguarding.
- To take part in all relevant training.

Equal Opportunities:

- To demonstrate a commitment to equality of opportunity, working within agreed policies and procedures.

Team Involvement:

- To work in a small team environment.

Summary:

- To carry out any other duties reasonably requested.

Security:

- To check all materials and equipment are put away and the premises are secured at the end of each shift