



Job Description: Bar & Catering Assistant

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| Job title: | Bar & Catering Assistant |
| Duration of post: | Casual, with the possibility of posts becoming permanent. |
| Hours: | Flexible, as required, including evenings and weekends |
| Rate of Pay: | £8.82 per hour |
| Responsible to: | Senior and Assistant House Manager, Bar Supervisor, Bar Team Leaders, Chefs |

Bar Duties and Responsibilities

- Open up and make ready the café/bar each day as required
- Selling and serving alcohol and soft drinks to members of the public, in accordance with Square Chapel's objectives and licensing law
- Ensuring the highest standards of cleanliness, safety and cash handling procedures
- Processing payments from customers by cash and card
- Ensuring the bar has sufficient stock
- Changing beer and gas as required
- Selling and making speciality coffees and other hot drinks
- Taking and serving food orders, maximising sales where possible
- Deal with customer queries in order to achieve a satisfactory outcome
- Ensuring customers are satisfied with their meals and completing customer care checks
- Clearing tables and washing glasses
- Clean and close down the café/bar at the end of the night, in preparation for the following day
- Removing rubbish, empties etc.

Catering Duties and Responsibilities

- Assist in general food preparation and production of the café menu offer. For example, prepare salad, sandwiches and other hot and cold food items as required by the Chef.
- Wash up and maintain the dirty crockery/cutlery station
- Check food orders and support the bar staff with serving food to tables as directed by the chef on duty or bar supervisors
- Assist in making the kitchen ready for the days business as required by the chef
- Deep cleaning the kitchen and its equipment at the end of the day as required

General Duties and Responsibilities: Bar and Catering

- Assist in the preparation of beverages and buffets for hirers and Square Chapel groups. Clear and wash up as required
- Assist in the checking of stock, so it can be ordered in good time
- Assist in the receiving, checking and recording of deliveries for bar and kitchen, checking for quality, quantity and temperature, and store, ensuring stock rotation procedures are followed

- Assist in the maintenance of all records in relation to Health and Safety and Square Chapel's policies and procedures.
- Carry out other duties as required by the role or your line manager, in relation to the professional operation of the café/bar
- Maintain high standards of personal and food handling hygiene and observe Health and Safety regulations, ensuring that your uniform and personal appearance is clean and professional

Attitudes required of all employees

- Provide an excellent service to Square Chapel's visitors and users, and actively promote the development of the café/bar
- Undertake any training or courses requested with relevance to the role
- Maintain effective working relationships with team members across Square Chapel
- Undertake all the duties within the framework of Equal Opportunities
- Be an ambassador for Square Chapel by sharing the enthusiasm and passion it represents
- Behave in a way which is friendly, welcoming and approachable

Terms and Conditions of Employment

- The basis of your engagement is that of a casual worker on a contract for services, and not under a contract of employment. There is no mutuality of obligation.
- Square Chapel will attempt to give you as much notice as possible when offering work.
- Work will be offered on an as required basis and there is no obligation on behalf of Square Chapel to offer any work.
- There is no obligation on your part to accept the work offered, however once you have accepted the work you have a responsibility to work at the times agreed and as directed by Square Chapel's management team, or give 7 days' notice if you are unable to attend for work.
- Your contract for services automatically comes to an end whenever the function/event/shift/assignment ends.
- Payments will be calculated on an hourly basis or at an agreed session rate and your salary will be paid directly into your bank on 15th of the month at the latest, following completion and submission of a time sheet, provided the timesheet is submitted by the 5th of that month.
- Square Chapel Sick pay and pension arrangements do not apply to you.
- Holiday pay will be calculated using your average hourly rate when working for Square Chapel.
- Your holiday entitlement will be calculated at 25 day's pro rata. This will mean that you will receive 7.5 hours' holiday pay for every 78 hours you work for Square Chapel.
- Your personal safety is covered by Square Chapel's employee liability insurance.