



## **Catering Assistant**

Location - Future Business Centre, Peterborough

Hours – Full Time (35 hours - 08:00 to 16:00 Monday to Friday with 1 hour for lunch each day). Although it is recognised that additional hours may be required during the week and occasional evening/weekend work may be necessary.

Salary - £13,000.00 - £16,500.00 per annum depending on experience

Reports to – Catering Manager

We have a new and exciting opportunity at Allia for a Catering Assistant to work alongside the Catering Manager in our brand new Bistro within the Future Business Centre. The Bistro aims to deliver a high quality catering experience for tenants whilst playing an integral role in establishing the facility as one of Peterborough's premier venues for business meetings and events. Allia will also look to the kitchen to provide training and learning opportunities for young people engaging with apprenticeships and work experience placements.

You will be able to bring strong experience in a catering facility and confident in assuming responsibility for the day to day running of the various catering services at Allia in the absence of the Catering Manager. You will be passionate about training and development and using your skills and experience to train future generations. We are looking for a self-motivated, experienced individual with a positive attitude ready for a new challenge working in a dedicated team.

## **Main Duties and Responsibilities**

- You will work with the Catering Manager to ensure the strategy and vision for The Bistro and its activities are achieved.
- You will be responsible for the day to day management and operations of the Bistro in the absence of the Catering Manager.
- You will help train and develop Bistro staff.
- You will contribute to ensure that the Bistro meets all legal, health and safety and food hygiene requirements.
- You will assist in the preparation, cooking, presentation, organisation and serving of all meals, buffets, other food and beverages.
- You will help maintain stock levels and ensure all produce is ordered in a timely manner.
- You will assist in the monitoring of the quality of the product and service provided to all customers.

- You shall interact with customers and the Allia team, seeking their views and opinions using both verbal and written communication.
- You will assist Allia by undertaking any such activities as may be reasonably required.

### **Skills, Qualifications & Personal Attributes Required**

- An NVQ or Apprenticeship (or equivalent) in food and beverage service, food production and cooking or hospitality (or similar).
- Experience in a similar role to include front of house and customer service.
- Food hygiene, allergen and health & safety qualifications.
- A passion for providing a first class catering service to customers.
- Excellent computer skills, and a willingness to learn new programmes/systems.
- An approachable, friendly and professional manner with a can-do attitude, and a willingness to develop/grow.
- Embrace the opportunity to develop staff in their skills and confidence.
- Excellent communication skills, with a high standard of spoken and written English.
- A highly organised and efficient approach to work.
- To be a self-motivated individual able to work on own initiative and as part of a team.
- To have good personal hygiene and appearance.
- Willing to work flexibility to meet the demands of the business.

To apply: Send your CV (including contact details of two referees) and covering letter to: [recruitment@allia.org.uk](mailto:recruitment@allia.org.uk)

Closing date for applications: 5pm on Wednesday 16<sup>th</sup> November 2016.

Interview dates: Monday 28<sup>th</sup> and Tuesday 29<sup>th</sup> November 2016.