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**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 - £17,500 per annum

Reports to – Catering Manager

**About Us**

Allia is the UK’s leading organisation dedicated to helping impact ventures to thrive. For 20 years, Allia has supported those that aim to make positive change and address the most pressing global and local challenges: through flexible workspace, networking and community in its Future Business Centres; its Serious Impact programme of business support for entrepreneurs; and social finance solutions to help charities create greater impact.

In the last 20 years, we have helped 1,440 ventures to start-up, grow and scale, which have launched new innovations and companies, creating 4,500 jobs and we have issued bonds raising over £311.5 million to help charitable organisations with development projects and activities.

Our people are pivotal to our success and we have grown expediently. Our team is over 50 strong in 3 locations and we continue to add to this number. We are an equal opportunities employer who embraces diversity, inclusion and flexible working. In fact, we are the best not-for-profit employer for employee engagement in the Eastern region. We offer a great working environment, true team working ethos, great benefits and much more.

**Who we are looking for**

We have an opportunity at Allia for a Catering Assistant to work alongside the Catering Manager in our 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 1st February 2019.