

Casual Catering Assistant

Service	Reporting to	Location	Grade
Venues In Salford Place Directorate	Duty Manager	Buile Hill Park Hall & The Court House, Worsley	1B – SCP 4

About the role

- Participating in the efficient and effective operation of a quality catering service to achieve set standards.
- The provision of bar service, including the checking of stock levels, regular cleaning and filling with regard to product display and quality.
- Safe and secure cash handling and to assist with the accounting/reconciliation and safekeeping of the Authorities monies.
- Service of food and beverages.
- To carry out work duties and the participation in cleaning rotas to ensure compliance with the relevant Food Safety and Health and Safety provisions.
- Promotion of customer care through the way in which work is performed.
- Participation in the cleaning rota to ensure that set standards are achieved.
- To assist the promotion of the venues.
- Availability to work evenings and weekends.
- The duties listed above together with such other duties falling within the purview of the post as may be required.

Key outcomes

- Maintaining the highest level of contact and communication with customers, staff and relevant officers to ensure confidence in and satisfaction with the service.
- Carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy policies
- Ensuring a safe and legislatively compliant service is delivered to all customers
- Excellent organisational skills to enable multi-tasking responsibilities.
- Join as an individual but develop into a team culture.

What we need from you

- To model and demonstrate our values and behaviours.
- Good communication skills.
- Silver service waiting on experience advantageous but training will be given.
- Bar knowledge for drinks service desirable
- To maintain a clean, smart appearance (black shirt, black trousers/skirt, black shoes).
- Good timekeeping skills
- To be passionate about delivering outstanding customer service excellence.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by: Simon May

Date: 13 August 2024

Job code: 50095927

Job score: 276 to 300

Date of evaluation: 13 August 2024