



Cawdor Castle & Gardens

Job Title: Catering Assistant (Seasonal)

Hours of Work: ½ hr lunch break, lunch provided

Job Purpose

To assist in the efficient and profitable operation of the Courtyard Cafe and Coffee House through the provision of effective and hygienic food and beverage services.

General

- Serving food and drinks to customers
- Operating the till and cash handling
- Maintaining a clean and tidy work place in alignment with Health & safety standards
- Present a welcoming and positive attitude to visitors

Detailed

- Carry out regular checks on the seating area inside and out to maintain a high standard of cleanliness
- Ensuring the cleanliness of the work area and equipment including deep clean when required
- Display all catering products effectively using stock rotation
- Ensure stock levels are maintained for all products and all other items
- Maintain the cleanliness of the café toilets including regular checks
- Cash handling and security of cash and till
- Accepting deliveries for the department
- Cash up accurately completing all paperwork and submit taking to management
- Working together with staff in other departments to deliver a high standard of visitor experience
- Any other reasonable duties as required by your line manager
- Assisting with ensuring the smooth running of the Coffee House alongside the Courtyard Cafe

The key to success in the role of Catering Assistant will be to remain flexible in ensuring the successful delivery of operations at Cawdor Castle.

This job description may be updated or adjusted to reflect the needs of the business.