

Cawdor Castle Limited

JOB AND PERSON SPECIFICATION

Job Title	Catering Assistant
Hours of Work:	Day shifts generally 0930 – 1730 Half shifts vary to cover mornings, lunch period or afternoons.
Rate of Pay:	Dependent on age
Location:	Cawdor Castle

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.

The Cafe is a fundamental part of our visitor experience and is open daily from 10am to 5pm, serving a selection of cakes, hot and cold drinks, light lunches and set group meals. The Café has indoor and outdoor seating, and can get extremely busy at peak times. The Coffee House is an exterior unit and offers takeaway products and a small selection of souvenirs, and involves lone working.

It's important that you have a willingness to learn, a friendly and welcoming disposition, and a strong attention to detail.

We are recruiting Catering Assistants to join an experienced, hardworking team to ensure the smooth and profitable running of the catering outlets for the 2026 season.

Main Responsibilities

- Operate the till system to accurately sell items, which includes handling cash and card payment.
- Maintain a clean, hygienic work area and equipment, following daily and weekly cleaning tasks.
- Rotate and display stock clearly and attractively.
- Accept and process deliveries of stock.
- Have a knowledge of the menu offerings, including allergens, and update these as they change.
- Clear and clean tables quickly and regularly during service, including outdoor seating.
- Provide table service for group lunches and events.
- Communicate clearly and effectively with the Kitchen and other departments.
- Assist Visitor Services in the cleaning, storage and rotation of Audio Guide devices.
- Work with other departments to ensure that standards of service are met across the business.
- Present in a welcoming, friendly and professional manner at all times.
- Any other reasonable duties as required by your line manager to support the needs of the business.