

Job Description

Job Title:	Food and Beverage Preparation Assistant
Reports to:	Assistant Director: Food and Beverage
Salary Range:	£25,055 Full Time Equivalent Actual salary for working 14 hours £10,022
Hours of work:	Part time 14 hours (with the potential for additional shifts at busy times) Flexible working is required to include evenings and weekends
Normal place of work:	Foxhill House

Overall Purpose of the Post

To ensure that Foxhill House is a place of welcome and a clear example of Christian hospitality by assisting the Assistant Director: *Food and Beverage* to provide an outstanding *Food and Beverage* offer to guests and visitors at Foxhill and to deputise for them in their absence.

Main Duties / Responsibilities:

1. To prepare, and assist in the preparation of good quality, nutritious, home cooked meals for guests and visitors to Foxhill House;
2. To keep the kitchen and servery clean and tidy;
3. To work to the highest level of kitchen hygiene and safety to ensure the health and safety of those who consume food prepared on the premises and those who work in the kitchen which will include:
 - keeping up-to-date and accurate written records as required by UK law;
 - ensuring that the cleaning schedule is observed and maintained to a high standard;
 - ensuring that storage areas are clean and well organized, and that stock is correctly rotated;
 - ensuring that the kitchen is completely clean at the end of every shift; and

- undertaking all duties in accordance with Health and Safety procedures including Food Hygiene and C.O.S.H.H.
4. To prepare refreshments for guests and visitors;
 5. To ensure that the refreshment areas are well-stocked and replenished regularly as required;
 6. To use the dishwashing machine as needed;
 7. To assist in keeping the servery clean and tidy;
 8. To prepare tables for meals, serve and clear as required;
 9. To work with the Director and Assistant Director: Food and Beverage to ensure that the House offers guests and visitors an outstanding level of service.

General

- To promote and maintain positive working relationships with the wider team, working collaboratively as required;
- To undertake training as required.
- To attend staff meetings.

Please note: this list is not exhaustive and the post-holder will be required to undertake duties commensurate with the role.

Date: October 2023

Note – this job description does not form part of your Contract of Employment.