

JOB ROLE TEMPLATE

JOB DESCRIPTION: TWO ROLES	
Job Title	Catering Assistant and Matchday Catering Assistant
Type of Position	Both positions are part time but can be combined into one.
Working Pattern	<p>Matchday Catering Assistant Every home game with the shift running from 09:00 – 17:00. Home games take place from August to April inclusive and are typically every fortnight on a Saturday, although we do also have the occasional Tuesday night games.</p> <p>Catering Assistant. Assistant is a zero hours arrangement with the hours worked dependent on room bookings. To give an indication of the likely hours, the current post holder has worked an average of 65 hours per month over the last 3 months</p>
Salary	up to £14 per hour depending on experience
Role Summary	<p>Type of events may include weekend functions for weddings, birthdays and other celebrations – food can range from a full sit-down menu to a hot-dish and chips/rice. The Catering Assistant will work under the direction of a Head Chef.</p> <p>Day-time events include training and conferences which require a hot and cold buffet, typically for up to 50 people. Depending on numbers and complexity of the menu, the Catering Assistant may be responsible for preparing and serving food for these functions on their own.</p>
Key Duties for both roles	<ul style="list-style-type: none"> • The organisation and preparation of food • Making sure that food is correctly served • Adapting menus for dietary requirements • Taking charge of the kitchen including clean down • Liaising with management in relations to ordering stock • Working with FC United’s functions and match day menus and advising accordingly • Supervising staff where necessary (e.g. any cleaning and serving staff) • Ensuring that fridges, freezers and dry stores are checked to ensure all products are in date

Person Specification	
Qualifications	Experience and skills Previous experience in the catering industry <ul style="list-style-type: none">• NVQ Level 2 in food preparation (7061 or 7062 or equivalent)• Level 2 in food safety