

## **St Columba's House**

### **Job Description**

<b>Job Title:</b>	<b>Catering and Housekeeping Assistant, St Columba's House</b>
<b>Accountable to:</b>	Catering Manager
<b>Salary:</b>	<b>£9.25 per hour</b> , £18,037.50 per annum pro rata for 16 hours per week. (£6,864 actual gross salary).
<b>Line Manager:</b>	Catering Manager
<b>Liaises with:</b>	Working closely with other members of the Catering, Housekeeping and Front of House Administration team,
<b>Hours:</b>	<p>16 hours per week (negotiable). The hours will be worked on a shift pattern agreed some weeks in advance. 5 working days out of 7. Opportunity for overtime.</p> <p>Additional flexibility will be required to cover holiday or sickness absences and busy periods in the house. Additional hours could be taken on a TOIL basis or overtime at the discretion of the catering manager.</p> <p>This post will involve working some evening and weekend shifts.</p> <p>Annual holiday entitlement is 28 days pro rata.</p>
<b>Job purpose:</b>	To ensure St Columba's House is clean and tidy and guests experience good food service and facilities.

#### **Person Specification:**

- Team player
- Warm, approachable demeanour
- Hard working and efficient
- Professional approach
- Flexible working hours
- Able to work well without close supervision
- Ability to identify jobs which need doing and prioritise them appropriately

#### **Key tasks:**

##### **1. Housekeeping**

- Ensuring the communal areas of the house are kept clean and tidy to a high standard at all times.
- Ensure meeting rooms are clean and set up to clients' needs.
- Ensuring bedrooms are changed to a high standard in a timely manner

- Communicating with Front of House and other housekeeping staff to ensure that the right rooms for guests are prioritised.
- Undertaking regular deep cleaning as required.
- Clean offices on a regular rota.

## **2. Food Service**

- Ensuring foyer area is always supplied with coffee and tea facilities
- Setting tables.
- Serving food to guests.
- Clearing up after meals.
- Setting out breakfasts in advance for overnight staff to serve to guests
- Ensure that food service is done within safety guidelines at all times.
- Undertake and achieve food safety level 2 certification (training provided).

## **3. Kitchen Assistant**

- Clean up after meals both in the dining room and the kitchen.
- Assist with food preparation as appropriate (e.g. sandwich making, vegetable chopping etc.)
- Ensure the kitchen is cleaned to high standard at all times
- Ensure temperatures of fridges and freezers are recorded on a daily basis.

## **3. Catering and housekeeping**

- Liaise with the catering manager regarding catering and housekeeping needs where appropriate.
- Inspect all facilities daily to ensure readiness for guests.
- Identify and record minor repairs and ensure that they are remedied.

## **4. Health and safety**

- Be aware of legal requirements concerning health and safety. All members of staff have a responsibility to take reasonable care of the health and safety of themselves and others who may be affected by their actions or omissions.
- Perform and record weekly water safety processes.
- Attend health and safety, food handling and fire training.
- This role will involve an enhanced DBS check.

## **5. Other tasks**

- Keeping a timesheet
- Liaising with the catering manager on available shifts for rota planning.
- Any other appropriate tasks that may from time to time be delegated by the Catering Manager.
- Provide cover for other staff during holidays and sickness.

St Columba's House is owned by the charity, St Peter's Home and Sisterhood (registered charity number 240675]

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