

St Columba's House

Job Description

Job Title:	General Assistant – Catering and Housekeeping, St Columba's House
Accountable to:	Catering Manager
Salary:	£12.50 per hour, £24,375 per annum (pro rata if reduced hours)
Line Manager:	Catering Manager
Liases with:	Working closely with other members of the Catering, Housekeeping and Front of House Administration team,
Hours:	37.5 hours per week (negotiable) worked to a rota for 5 out of 7 days. Additional flexibility may 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. Annual holiday entitlement is 28 days pro rata.
Job purpose:	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
- Good home cook
- Clean and tidy with a pride in doing a job well
- Hard working and efficient
- Professional approach
- Flexible working hours
- Able to work well without close supervision
- Good verbal communicator
- Ability to identify jobs which need doing and prioritise them appropriately

Key tasks:

1. Catering

- Prepare simple home cooked lunches and dinners for our guests (e.g. making sandwiches, soups, baked potatoes, pasta dishes, etc)
- Clean up after meals both in the dining room and the kitchen.
- Ensure the kitchen is cleaned to a high standard at all times

- Shared responsibility for record keeping to ensure temperatures of fridges and freezers are recorded on a daily basis.
- Ensuring foyer area is always supplied with coffee and tea facilities
- Setting tables.
- Serving food to guests.
- Setting out continental breakfasts in advance for overnight staff to serve to guests
- Ensure that food service is done within safety guidelines at all times.
- Achieve food safety level 2 certification (training provided).

2. 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.

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.
- Perform regular descaling of taps, kettles, etc in line with legionella safety guidance.
- Attend health and safety, food handling, legionella awareness, COSHH and fire training (training provided by the Charity).

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.