

# Catering Assistant

## Job Description

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The Tank Museum was founded in 1923 as a teaching resource for engineers and soldiers of the Tank Corps. Over the last 80 years, the Museum has dramatically transformed from a training aid for the army to a 21<sup>st</sup> century Museum aspiring towards access and excellence for all.

Based at Bovington Camp, the home of the tank, the museum boasts the most comprehensive collection of armoured fighting vehicles in the world. In addition, the Museum has a very strong supporting collection of medals, photographs, film, sound recordings, fine art, books, weapons, models and memorabilia. Current displays tell the story of the tank from its inception in 1915 to the current war in Afghanistan. The entire collection has Designated Status.

Over 200,000 people visit the Tank Museum every year where we bring the history of tanks and tank crew to life...Supported by the world's best collection of tanks & action packed live displays.

The Catering operation consists of a large and busy restaurant together with several other catering outlets across the Museum site. Contributing to the organisation not only commercially but adding to an excellent all-round visitor experience. This is a rare opportunity to join the department at a time of growing development within the Museum.

The Catering Assistant will be expected to support the Catering Manager and team in ensuring that the Museum's catering facilities runs smoothly with a high level of food delivery and customer service.

## ROLE PROFILE

<b>Job Title</b>	<b>Catering Assistant</b>
<b>Department</b>	Facilities
<b>Contract</b>	
<b>Salary</b>	
<b>Key Relationships</b>	Catering Manager Restaurant Supervisor Kitchen Supervisor

<b>Overall Job Purpose</b>	Assisting the Catering Manager and team in ensuring that the museum's catering facilities runs smoothly ensuring that a high level of quality of food delivery and customer service is achieved.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Assisting with food preparation.</li> <li>• Serving customers food and drink ensuring the highest standard of customer service is achieved.</li> <li>• General kitchen and restaurant cleaning, ensuring the highest standards of hygiene and cleanliness, conforming to legal requirements in relation to Health &amp; Safety, Food Safety, Hygiene and COSHH procedures.</li> <li>• Assist in the delivery of catering for events and promotions within the Museum.</li> <li>• Cash handling in accordance with cash handling procedures.</li> <li>• Ensuring that a high level of personal presentation is achieved at all times.</li> </ul>

The duties and responsibilities in this job are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Catering Assistant

# Person Specification

	Essential	Desirable
Qualifications	No specific qualifications required	
Experience		Experience of working in a Catering role  Experience of working in a customer service environment
Knowledge		Knowledge of food preparation procedures  Sound awareness of health & Safety and food legislation
Personal aptitude & skills	A people person.  Passion for food  Hard working	Excellent attention to detail and accuracy
Disposition	Enthusiastic and committed	
Other requirements	The ability to work weekends and support special events.	