

Job Role: Tea Room Assistant

Line Manager: Food and Beverage Manager

Full-Time Position Salary: £16,500

Hours per Week: Full Time

We are looking to recruit within our very busy tea room set in the picturesque grounds of our 18<sup>th</sup> Century Landscape Garden.

Our Tea room is a significant piece of the commercial puzzle and we are looking for the right candidate with a desire to succeed and assist in the development of an already busy area of the business.

The applicant must be confident and self-motivated with the ability to work on their own and as part of a team.

This role is a hands on role within the back of house kitchen and in a front of house customer service role.

Training will be provided although prior experience within a catering background would be an advantage. This role would suit someone looking to take that initial step in a catering career.

***\*Please note, regular weekend working is required for this position although evening work is minimal.***

### **Overview of responsibilities (but not limited to) -**

- Assisting in a front and back of house role as rostered by the Food and Beverage Manager
- Working either solo or as part of a team within a kitchen environment
- Cooking and creating Painshill's menu along with weekly specials
- Compliance with food legislation –in accordance with the completed Food Hygiene course
- Ensuring high standard of customer service to all visitors and staff at all times
- Maintaining Health and Safety standards, including fire evacuation and COSHH regulations
- Assisting with food service delivery during hospitality events
- Ensure stock is replenished in a timely manner reporting any shortages to the Food and Beverage Supervisor
- Ensuring the tea room is prepared and suitable for visitors prior to opening

- Assisting the Senior Chef with kitchen prep and cooking as required
- To maintain a good relationship with the Painshill staff and volunteers
- Ensuring daily that the outer areas of the Tea Room including bins, floor and garden furniture are presentable, tidy and clean for the public use
- Cash handling, including opening and closing till
- When required opening and locking the Tea Room.
- Liaise with Tea Room Supervisor on arrangements for group visits and parties.

### **Skills and Personal Qualities:**

- Possess great oral and written communication skills
- Knowledge of food safety standards
- Must be passionate about food and beverage
- Passionate about people and customer service
- Strong motivation skills , energetic and a desire to be the best
- Ability to work under pressure and multi task
- Strong ability to multi task and prioritise

### **Qualifications and Experience**

- Experience of working in a back of house role desired but not essential
- Customer service experience

### **Benefits include**

- 15% staff discount within the Painshill Shop
- 25 days holiday increasing to 28 after two years of service
- Pension Scheme
- Training and development
- Free food and drink when on duty
- Entry to Painshill for yourself and immediate family

Please note due to the location of Painshill, own transport is highly recommended.

Closing date for applications Sunday 1<sup>st</sup> December

Please apply with CV and covering letter to [catering@painshill.co.uk](mailto:catering@painshill.co.uk)

Interviews to take place week commencing Monday 9<sup>th</sup> December (date TBC)

No time wasting. Please only apply for this position if you are interested in becoming a part of this team.