

FLEET AIR ARM MUSEUM

JOB DESCRIPTION

To support the FAA Museum's mission to provide its clients with a first class experience in their use of the Museum's exhibitions, facilities and purposes.

Job Title:	Part Time Catering Assistant (weekends and school holiday periods)
Location:	Fleet Air Arm Museum, RNAS Yeovilton, Ilchester
Reporting to:	Accountable to the Catering Manager (but on a daily basis reporting to the Senior Supervisors)
Hours of Work:	Approx 7.5 hours per day (between the hours of 09.00 and 18.00) every Saturday and Sunday (and approx 7.5 hrs/per day when required to work full time during school holiday periods). Flexibility in hours may be required on occasion to meet the demands of the post.
Holidays:	Pro rata of 28 days per full year including Bank/Public Holidays. Holiday only to be taken following prior authorisation from the Catering Manager, taking account of busy periods.
Salary:	Hourly rate in the region of £5.28/hr-£6.13/hr. Salaries are paid weekly in arrears direct into nominated bank account.
Probationary Period:	In accordance with Museum policy, this appointment will be subject to a six-month probationary period.
Checks:	This appointment will be subject to receipt of two satisfactory written references, a criminal record check with the CRB, and a MOD Security Check.

Primary Purpose

To work as directed in either of the two restaurants and outdoor picnic area. To service meetings, conferences and special events as directed by the Catering Manager. This will involve setting up and clearing away, servicing daytime and evening functions and the associated bar work.

Principal Tasks The following is necessarily a general description of duties but not all that you may be required to do.

The principal tasks concern the operation of the two restaurants (Swordfish and Warneford's). These are divided into 3 areas which are, as far as possible, rotated on a shift basis and allocated by the Supervisor. There will inevitably be some overlap of these tasks to accommodate meal breaks, holidays, sickness or pressure of business on a particular area.

Till Operation

1. Stock/restock display counters with sandwiches, morning goods, confectionery, bottles/canned drinks as necessary.
2. Operate the main till throughout the day.
3. Clear and clean tables as necessary.

Cold food preparation & hot food service

1. Prepare sandwiches and salad bar as instructed. Store reserve stock in the Cold Room. Restock as necessary.
2. Clean surfaces and floor of the Preparation Room and Servery area.
3. Serve customers at the hot food counter when hot food is available.
4. Clear and clean the hot food counter at the end of the service period.
5. Assist other restaurant staff with restocking and clearing tables as necessary.

General Duties

1. Daily cleaning of tables and chairs. At close of business floors must be swept/washed.
2. Daily cleaning of the coffee and soft drinks dispensers.
3. Assist with sandwich and salad bar preparation as necessary.
4. Clear dirty crockery from the Restaurant and surrounding areas into the wash up area.
5. Operate the automatic dishwasher.
6. Return all clean crockery and cutlery to the Restaurant service points.
7. Operate the second till during busy times (coaches and lunchtime).
8. Clean kitchen and wash up area surfaces and floors as necessary.
9. Periodic cleaning of kitchen and restaurant units, refrigerators, passageways, light fittings and walls up to ceiling height.
10. Adherence to Company Food Safety and C.O.S.H.H and Health and Safety legislation.
11. Attend Necessary training courses.
12. Any other reasonable task as requested by management.

Essential Personal Qualities

- Excellent customer service skills
- Excellent communication skills
- Ability to work well as a team member
- Ability to work on own initiative
- Excellent appearance

Catering Assistant:

Date:

Head of Finance and
Business Operations:

Date:

Method of Application

Please complete the enclosed Fleet Air Arm Museum Application Form and return in the enclosed pre-paid envelope.

In the event of any queries please contact: Mrs Claire Taylor
HR Officer
Fleet Air Arm Museum
RNAS Yeovilton
Ilchester
BA22 8HT
Tel: 01935 842606
Email: clairet@fleetairarm.com

Anticipated start date:

As soon as possible after appointment