

St Columba's House

Job Description

Job Title: Catering and Housekeeping Assistant, St Columba's House

Accountable to: Catering Manager

Salary: £9.25 per hour, £18,037.50 per annum pro rata for 20 hours per week. (£9,620 actual gross salary).

Line Manager: Catering Manager

Liases with: Working closely with other members of the Catering, Housekeeping and Front of House Administration team,

Hours: 20 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.

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.

This post will involve working some evening and weekend shifts. Evening shifts are generally short shifts (typically 6.30-8.30pm) to serve and clear up meals.

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
- 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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