



Job Specification – Catering Assistant – Part Time

Department: Pecorama

Main purpose of Job: Counter Assistant serving customers with a takeaway food and drink offering. Preparing sandwiches/food items.

Reporting to: Junction Supervisor/Duty Manager

Initial main tasks: Taking payment for food and beverage purchases
Making and serving hot beverages and food from the counter
Customer service and interaction with members of the public
Cleaning of customer areas throughout the day
Cleaning and closing down serving areas
Ensuring all areas – outside seating and internal – adhere to current government guidelines on COVID 19, Environmental Health and Health and Safety at all times.

Secondary Tasks Assisting in food preparation including sandwiches, pasties, etc (this list is not exhaustive)
Interacting with the public in a polite way
Reporting any maintenance issues to line manager
Any additional duties as directed by Duty Manager
This list is not exhaustive and may vary depend on business needs

Job scope: To work in various areas of Pecorama whilst working as part of the catering team to provide a high standard of service to our visitors and ensuring they enjoy their experience on site.

Person specification: Good communication and interpersonal skills.
Strong teamworking skills, attention to detail
Flexible and adaptable to compromise.
Can do attitude.
Customer awareness.
Work in a timely manner.
Punctual and reliable.

Technical skills Customer service experience
Experienced in till work (desirable but not essential)
Experienced in cold food preparation (desirable but not essential)
Confident in dealing and communicating with the public
Able to work under pressure when the demand is high
Prepared to work according to rota as part of a team
Punctual and reliable

- Person Skills:** Good communication and interpersonal skills.
Strong teamworking skills, attention to detail
Flexible and adaptable to compromise.
Can do attitude.
Customer awareness.
Work in a timely manner.
Punctual and reliable.
- Pay:** Negotiable and depends on experience
- Working hours:** Minimum 15 hours increasing at busy periods by prior agreement to 5 days a week – normal working days Tuesday to Saturday
Bank holidays and Sundays will also be required, to be agreed beforehand.
- Holiday:** This will be calculated on a pro-rata basis and holidays will not be allowed during school holiday / peak times.
- Benefits:** PECO operates a subsidised canteen, which provides hot and cold meals on weekdays.
Free car parking.
A staff pass is provided to allow you to visit the attraction of PECORAMA.
Staff are welcome to use the PECORAMA grounds during break and lunch times.
A staff discount is available within our model and souvenir shop, if the goods are for your own use.
- Other:** This is a seasonal position and will run until the end of September. However adhoc shifts may be available for special events.