

## JOB DESCRIPTION

<b>POST TITLE</b>	Catering Assistant (Casual)
<b>TEAM</b>	Conferencing
<b>RESPONSIBLE TO</b>	Business Development Manager
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>HOURLY RATE</b>	£8.91 per hour plus 10.7% holiday entitlement giving a total of £9.86 per hour.

### JOB PURPOSE

This is a casual position which is required on an “as and when” basis to work as part of the catering team in the serving of food and refreshments to delegates. The position may require an early start and /or working into the evening. Work will be available if and when the conferencing business demands it.

### KEY ACTIVITIES

1. Assist in the serving of refreshments to delegates at conferences.
2. Assist in the serving of food.
3. Washing up of items after the breaks and lunchtimes, as required.
4. Assist in the setting out, replenishing, and setting down of refreshments for conference bookings, and the sanitizing of beverage equipment and tables/surfaces used to present refreshments and catering.
5. Carry out any other tasks which are deemed appropriate for this level of post.
6. **Be an effective internal and external ambassador for KingsGate, promoting the organisation’s vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
7. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**

- 8. Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
- 9. Support your manager in identifying, assessing and managing potential risks involved in work activities and processes.**
- 10. Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
- 11. Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
- 12. Comply with health and safety requirements.**
- 13. Adhere to the Vision and Values of KingsGate.**
- 14. Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All staff members at KingsGate have the activities shown in bold included within their job description.

**This Job Description was updated by the Exec Pastor (Operations and Management Support) in October 2021.**