



Truro Cathedral

sacred space, common ground

Catering Assistant



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored. We want to do this because people are at the heart of the Cathedral. We care for them, want to share our faith and values with them, want to listen and learn from them to enable mutual understanding and enrichment.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Stewardship & Preservation

We are guardians of the Cathedral and cherish its heritage and traditions. We protect, conserve and develop the beauty of the building, its history, fabric and contents. Through stewardship and education, we constantly aim to inspire successive generations to do the same.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Job Description

Job Title	Catering Assistant
Hours of Work	20 hours per week minimum as per rota. Hours will vary but core hours are between 9.30am and 4pm Monday to Sunday with occasional evening commitments.
Salary	£7.83 per hour
Line manager	Catering Manager
Direct reports	None

Overview and general duties


Working closely with Catering Manager as part of the restaurant team you will assist front of house in the day to day running of the Cathedral restaurant. The restaurant team all seek to uphold the highest standards in customer satisfaction. You will be expected to demonstrate these values in your work along with the restaurant's fresh food ethos, based on sustainability and traceability adhering to food safety and hygiene standards.

Key Duties and Responsibilities

- Taking and delivering customer orders at tables and behind the counter.
- Dealing with money from customers and operating the restaurant till as directed by the Catering Manager.
- Clearing customer tables in a timely and attentive way.
- Cleaning and replenishing fridges, condiments and machines at the start and end of each day.
- Preparing the restaurant each day in line with the furniture lay-out plan.
- Heating and preparing food when necessary under direction of the Head Chef and the Catering Manager.
- Assisting in all areas of the kitchen including washing-up when necessary.
- Cleaning furniture, windows and floors when necessary.

General

1. Adhere to Food Hygiene & Health and Safety regulations at all times using initiative to keep areas safe for staff and customers.
2. Maintain confidentiality at all times.
3. Working as part of the restaurant team treating colleagues and customers in a respectful manner.

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4. Attend and participate in training courses as directed.
 5. Take a positive and active part in the Cathedral's annual appraisal/review system.
 6. Adhere to Truro Cathedral's policies and procedures.
 7. Other duties as are necessary for the smooth running of the business.
 8. This job description will be subject to regular review and amended to meet the changing needs of the Company
 9. Other duties as are necessary for the smooth running of the business.

Person Specification

Catering Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
Job Knowledge & Experience		Worked in a production kitchen or cafe
	An understanding of COSHH, HACCP and Basic Food Hygiene, Health and safety practices. Principles of food hygiene and storage/service. A knowledge of portion and food cost control	Awareness of principles of manual handling. Awareness of food safety and cleaning practices. Good all round practical catering knowledge
	Experience of working in a team and working to deadlines with minimum supervision	Operation of cash register
	Following duty rotas	
Job Skills	Good preparation and presentation skills	
	Good customer liaison skills and the ability to communicate with people on all levels	
Education & qualifications	Educated to GCSE level or equivalent	Basic food hygiene NVQ level 1
Personal attributes	Flexible attitude to working hours especially covering for holidays, absences and Bank Holidays, evening and weekend working at short notice	
	High standard of integrity and reliability with good timekeeping	
	Demonstrate good attention to detail	
	Ability to work in all areas of the Catering Department and demonstrate a positive attitude	

Terms & Conditions

Job Title	Catering Assistant
Contract	Permanent
Salary	£7.83 ph
Hours of Work	20 hours per week minimum as per rota. Hours will vary but core hours are between 9.30am and 4pm Monday to Sunday with occasional evening commitments.
Holiday	25 Days pro rata
Line manager	Catering Manager
Place of work	The usual place of work is Cathedral catering outlets
Probation	The post will be subject to a three month probationary period, during which time, either party may give the other one weeks written notice
Pension	After successful completion of six month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
Smoking	The Cathedral operates a no smoking policy
Health & Safety	<p>All staff are required to follow the policies and procedures set out in the employee handbook.</p> <p>The successful applicant must be able to lift, manual handle loads up to 20kgs, use step stools and manage stairs.</p>
Equal Opportunities	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources.
Safeguarding	It may be necessary for this role to undergo basic safeguarding awareness training