

TATTON PARK ENTERPRISES LTD

JOB DESCRIPTION

POST: Catering Assistant

REPORTS TO: Unit supervisor / Unit Manager /Head Chef

JOB PURPOSE

To work as part of a team, being responsible for assisting in the efficient and effective preparation and service of food and beverages to visitors and employees, including the associated cleaning and hygiene related duties.

PRINCIPAL RESPONSIBILITIES

- To manage the delivery of all restaurant and conference food and beverage activities within TPE Ltd.
- Work collaboratively with the senior management team at Tatton Park to ensure the smooth running of the food and beverage service within the Park
- General cleaning, sweeping and keeping clean all floors in the unit
- Wiping down all surfaces and maintaining cleanliness
- Ensure and maintain quality food and drink display
- Maintain appropriate levels of hygiene and be responsible for all health and safety aspects in the unit in accordance with legislation
- Understand the laws covering service of alcohol and ensure compliance by Catering Assistants
- To comply with financial operating procedures for the unit
- Promote and maintain good customer service
- Provide timely, efficient, professional and customer focussed service to all customers
- Ensure compliance to till procedures both individually and by Catering Assistants
- Ensure that all equipment uses is in full, safe working order and immediately report any requirements for repair/maintenance of unit equipment to Unit Supervisor
- Ensure correct storage and stock rotation of food products

Notwithstanding the detail in this job description, in accordance with TPE's flexible working, the job holder will undertake such work as may be determined by the General Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job, and in any location within Tatton Park.

Registered Office: Tatton Park Enterprises Ltd, Tatton Park, Tatton, Knutsford WA16 6QN Tel: 01625 378077

Registered in England. Company No: 8190001

V.A.T Registration No: 150 6843 16

TATTON PARK ENTERPRISES LTD

The person

You're smart, highly professional and always on the ball. You're also a firm believer in delivering to meticulous standards. What's more, your experience to date has given you an innate ability to respond positively, even to the toughest challenge. Above all, you take great passion and pride in your daily work, to deliver the very best customer service.

You will ensure all visitors and guests enjoy the very best customer experience every time they visit.

Ideally coming from a proven catering background that has achieved a high standard in customer service. You're committed to delivering nothing less than the very best. You're happy to go above and beyond the call of duty to get the job done. And, when it comes to inspiring and motivating others, again, you're not found wanting.

Tatton Park Enterprises Ltd

As well as working in Tatton Park, one of the UKs most complete historic estates that is home to a Tudor Old Hall, Neo-Classical Mansion, 50 acres of landscaped gardens, a rare-breed farm and 1,000 acres of deer park and as part a highly professional team.

Tatton Park Enterprises Ltd has operated a service at Tatton Park since November 2012, having taken over operation of the 'Stables' restaurant operation and staff from the previous contract operator. The 'Gardeners Cottage' tea room and restaurant opened June 2013. This has delivered a catering experience alongside 'the Stables', complementing this and the retail experience to help the Stable Yard to become a reason in its own right to visit Tatton.

Tatton Park Enterprises Ltd is a company wholly owned by Cheshire East Council. Through its staff and operation it aims to maximise the financial return for Tatton Park, offer quality and value for money to visitors while improving the return, and provide high levels of customer service. There will be further opportunities to develop the services provided by Tatton Park Enterprises, which could be expanded to cover other commercial and visitor operations.

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