**JOB DESCRIPTION**

## **Job Title:**

Catering Assistant

## **Reports to:**

Front of House Team Leaders

**Hours:**

Various available. Seasonal contract to Sunday 4 January 2026

**Salary:**

NMW / NLW

**Location:**

The Furnace Kitchen, Coalbrookdale, with the expectation of working at other Ironbridge Gorge Museum Trust sites when required.

## **Function:**

As Catering Assistant, you are responsible for hygiene and cleanliness within the food preparation areas to ensure the kitchen is always clean and operational. Working under the guidance of the Cook and the Front of House Team Leaders, your job will include carrying out basic food preparation and kitchen tasks along with general front of house duties.

As a member of the Furnace Kitchen team you will work collaboratively across service disciplines to maximise the flexibility of the team and to ensure efficient and effective customer service.

You will always strive to put our customers at the heart of everything we do.

## **Duties and Responsibilities:**

* Provide an excellent customer service experience for our customers
* Ensure food preparation areas, equipment, floors and kitchen tools are clean and hygienic
* Wash utensils and dishes and make sure they are stored appropriately
* Sort, store and distribute ingredients
* Assist in food preparation and service
* Work in collaboration with the Front of House Team to ensure service exceeds customer expectations.
* Process accurate food and drinks orders
* Help prepare beautifully presented breakfast and lunch dishes
* Work in accordance with all Health & Safety and hygiene regulations.

## **Person Specification**

**Essential:**

* Previous kitchen experience or food, beverage and restaurant industry knowledge
* Understanding the importance of health & safety and hygiene
* A great team player with a positive attitude
* Self-motivated
* Ability to work under pressure
* Exceptional customer service skills.

**Desirable:**

* Formal culinary training
* Strong organizational skills with attention to detail
* Strong verbal and written communication skills.

Signed (Postholder):…………………………… Printed: ……….………….. Dated: …………..….

Signed (Manager):…………………………… Printed: ……….………….. Dated: …………..….

**This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.**