Job title:

 **Restaurant Assistant**

Main purpose of job:

 To serve customers, prepare drinks, prepare food and clean

Relationships:

1. Responsible to: The Managers and Partners
2. Responsible for:
3. Liaison with: Restaurant Assistants, Chefs, Washingpool Kitchen and Farm Shop staff, Managers, Partners and Customers

Main tasks of the job:

* Serving customers at the counter or table
* Advising customers on menu choice
* Responding to customers feedback
* Answering the telephone and responding to the call
* Organising table reservations
* Operating the till and card machine
* Updating information on the till
* Communicating with colleagues and chefs to ensure customers special requests are catered for
* Communication with colleagues and chefs to ensure you have good knowledge of ingredients and allergens in dishes
* Operating the coffee machine and blender
* Putting together drink and cake orders
* Warming and plating up desserts
* Food preparation
* Taking drink and food orders to tables both inside and outside
* Clearing tables
* Washing up both by hand and using dishwasher and putting clean items away
* Take responsibility for using all kitchen equipment correctly
* Adhere to all food hygiene regulations and procedures
* Adhering to COVID-19 guidelines
* Cleaning to include all kitchen and restaurant areas, tables, chairs, floors, coffee machine, dishwasher, toilets, sinks, windows, skirtings and ensure records are correctly completed at end of each shift
* Checking stock levels and reporting
* Reporting any breakages, damages, shortages, spillages and actioning
* Take reasonable care of your own and other people’s health and safety
* Stock taking
* Being well mannered and polite to colleagues and customers at all times
* Personal hygiene to highest possible standards
* Uniform = Washingpool T-shirt and jumper, black trousers/skirt, flat dark closed toe shoes, hair tied back, no jewellery except wedding ring, no nail varnish or false nails
* Responsible for cleanliness of all uniform and footwear
* Time sheet to be completed correctly at end of each shift

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job description approved by: Date:

 Bryony Brock 7th July 2021

Additional information:

Skills

* Excellent communication skills essential
* Able to take responsibility, use own initiative and be self-motivated
* Work very well as part of a small team

Hours of Work

* Tuesday, Wednesday, Friday and Saturday, hours and days may alter as business emerges from lockdown
* Start 8:30/9:30am, finish at shift end approximately 4:45/5:00pm
* Able to be flexible with working hours particularly during peak times and when colleagues are off work
* Paid meal break of 20 minutes on each day attending work for more than six hours, such a break to be taken at a time specified by Employer or Manager
* Fixed term position, immediate start and finishing end of September 2021

Rate of Pay

* £6.00 - £9.00 per hour depending on experience, payable weekly in arrears
* Staff discount of 10% off products in the shop and restaurant for staff only (non-contractual)
* Auto-enrolment pension scheme available
* Must be 16 years+ to work in a commercial kitchen

Probationary Period

* The first 8 weeks of employment will be a probationary period during which you and your employer would have an opportunity to assess your suitability for the position appointed.

**To be considered for this role please complete our application form and return it to us or send your covering letter and CV. Our email address is** **info@washingpool.co.uk** **, our postal address is Washingpool Farm, Bridport, Dorset DT6 5HP or hand in to our restaurant.**