

Job Specification

Job Title:	Catering Assistant
Location:	Blueberry Cafe Coolings Lifestyle Main Road, Knockholt, Sevenoaks, Kent TN14 7LJ
Type:	Permanent, Part Time
Days:	22 hours per week, including weekend days
Hours:	Between 8:00 am and 6:00 pm as rota'd
Reporting to:	Catering Manager
Rate of Pay:	NMW and NLW applies

Coolings Lifestyle
Main Road, Knockholt,
Sevenoaks, Kent,
TN14 7LJ
Tel: 01959 534386
Email: mainroad@coolings.co.uk
Web: www.coolings.co.uk

Coolings Nurseries Ltd. is a successful group of four garden centres in Kent and East Sussex, all of which are very different. We are a family-run business with a reputation for both growing outstanding plants and offering lovely homemade treats in our coffee shops.

We are looking for a **Catering Assistant** to join our friendly team in Blueberry Café at Coolings Lifestyle, one of our two garden centres in Knockholt, Kent. Previously Coolings Green & Pleasant, the shop and coffee shop has undergone a full refit and lots of new lines have been added. Willows Birds of Prey are also present here on our 6 acre Coolings Nature Trail.

Experience Required: Previous catering experience

Duties will include:

- Assist with the preparation and serving of all meals, food and beverages to customers in line with Company standards
- Ensure the service and kitchen areas are clean and tidy
- Ensure health and safety regulations are followed
- Cleanliness and replenishing of all service and kitchen areas
- Deliver outstanding levels of customer service, processing point of sale, EPOS transactions quickly and accurately
- Work with the Catering Manager and be proactive with any problems that arise with customers, machines, tills, menus, and seating areas.
- Ensure all working areas are clean and tidy at all times including the floor inside and outside of the servery
- Make sure cleaning schedules & temperature sheets are completed and signed off
- Ensure all working processes, daily checks and customer service standards are adhered to at all times
- To drive sales by replenishment of display fridges in line with the sales demand and Company procedures

Key Skills required for the role:

- A minimum level of experience in handling food in a safe manner
- To be knowledgeable and confident about the food and beverages that are served to assist customers accurately, safely and upsell where appropriate
- Have good communication skills, speaking and engaging with customers
- Calm under pressure
- A friendly & confident demeanor
- Fantastic customer service skills
- Ability to use initiative, multi task and work without close supervision on a variety of duties
- Attention to detail

In return you will receive a competitive salary, Company pension scheme, pro-rata'd 28 days' holiday and staff discount.

Uniform is provided.

Own transport arrangements are **essential** as public transport is not reliable to Coolings.

If this role appeals to you and you are interested in joining the team at Coolings, please apply with a copy of your cv to:

Jane Hopson, Office Manager
workforus@coolings.co.uk

Any questions? Please call Jane on 01959 532269

Closing Date : Thursday 30 November 2023