

**General Catering Assistant –**

**The View at Seaford Head**

**JOB DESCRIPTION**

Responsible to: General Manager (The View)

**Job purpose:**

To assist in the operation of The View’s kitchen services, catering and bar facilities.

**Duties to include, but not limited to:**

1. Assisting the kitchen staff with any tasks required to ensure the smooth running of the kitchen and catering facilities within the venue.
2. Assist the Head Chef with communications between the kitchen staff and front of house staff.
3. Assist in stock control, ordering and menu planning, as required.
4. Ensure all Health & Safety and Hygiene requirements and standards are being upheld at all times.
5. Ensure a degree of flexibility regarding your working hours, depending upon the needs of the business.
6. To assist with evening and weekend events, including weddings as and when required, helping to ensure the event runs smoothly.
7. To wait on tables, wash up and clean the venue as and when required.
8. Be proactive in driving the business forward.
9. To undertake any other tasks as required of you by your line manager.