

## KWVR Job Description

<b>Job title:</b>	Catering Assistant
<b>Reporting to:</b>	Catering Supervisor
<b>Location:</b>	As required on the KWVR
<b>Hours:</b>	As Required
<b>Salary:</b>	£9.50 per hour

### About the Company:

The Keighley and Worth Valley Railway Preservation Society has been running heritage steam and diesel trains for over 50 years. The charity's aim is to preserve, maintain and operate the Keighley and Worth Valley Railway as a working museum of railway history for the education and enjoyment of present and future generations. The charity's wholly-owned subsidiary, the Keighley and Worth Valley Light Railway Limited, is the organisation's operating and commercial company.

Alongside our 700 volunteers, the Railway's operating company, the Keighley and Worth Valley Light Railway Limited, employs a team of paid staff to ensure consistent and high quality delivery of our services and events.

### Job Purpose:

Working under the catering supervisor, contribute to smooth and safe daily operation the of the catering outlets across the railway, including but not limited to Oxenhope and Keighley buffets, the Old Parcels Office, Oakworth teashop and on train catering operations as required.

Work as part of the team of paid staff and large volunteer base to ensure consistency and quality of service day in, day out.

### Key Responsibilities and Key Tasks:

- Maintain hygiene standards in all activities.
- Maintain relevant health and safety records as directed, i.e completing temperature checks and daily H&S paperwork.
- Delivery of catering activities including
  - Preparation of in house produce for outlets as per agreed menus.
  - Daily operation of Oxenhope and Keighley buffets and areas within the Old Parcels office facility.
  - Restock buffet and café areas appropriately and rotate stock depending on seasonal traffic, events and expected peaks and troughs.
- Carrying out cleaning activities as required, such as cleaning tables, washing up and cleaning equipment.
- Cash Handling and working tills as needed in line with company policy.

- Always strive for Great Customer service to ensure a consistent and quality product is delivered across all catering outlets and events.
- Work with colleagues to develop new products and services

The above tasks and responsibilities listed above are not exhaustive and maybe amended according to the needs of the business. The above information is non-contractual and does not form any part of an employee's contract of employment.

### **Person Specification**

#### **Essential**

Knowledge, Skills, Experience, Qualifications and Personal Attributes Required

- Experience of Customer Service in a catering setting.
- Hard working and willing to work as required throughout a shift.
- Must be flexible, adaptable and where possible available at short notice.
- A passion for creating great quality food and drink.
- Excellent communication skills with a range of audiences.
- Strong interpersonal skills; able to liaise and work with a wide-ranging group of people and develop effective working relationships.
- Experience of cash handling

#### **Desirable**

Knowledge, Skills, Experience, Qualifications and Personal Attributes Required

- Some knowledge of food hygiene and kitchen experience is desirable but not required, as full training will be provided.

#### **Benefits**

- Free travel on the Keighley and Worth Valley Railway
- Discounts from onsite shops, buffets and bars
- Flexible shifts available
- Opportunities for growth and progression
- You'll be joining a friendly not for profit organisation where the focus is improving the railway in whatever way possible and where your contribution really does make a difference to the community.