



# Food & Beverage Assistant

## Job Description

<b>Job</b>	<b>Food &amp; Beverage Assistant</b>
<b>Wage</b>	National Minimum Wage plus tips
<b>Duration</b>	Zero hours
<b>Reports to</b>	Food & Beverage Assistant Manager

## Job summary

The Common Room is opening in July 2021 as a grade II\* listed venue with an on-site public café bar, 5 Quarter. We are looking for confident, customer focused and proactive food and beverage assistants to support delivery of The Common Room's in house catering offer including the food on sale in the 5 Quarter Café Bar and catering for meals and refreshments in The Common Room's room hire and meetings business.

You will be an integral part of the food and beverage team to help provide an integrated high quality and profitable catering service to the building's users. The profits from which support our charitable mission.

We recognise that organisations that are diverse and inclusive perform better than less diverse organisations, so we are working hard to ensure that The Common Room has this balance on our team and Board to represent our region and steer our future strategy. We would positively encourage applications from underrepresented groups including BAME applicants, LGBTQ+ applicants and disabled applicants.

## Responsibilities include

- To provide first class service to all customers in 5 Quarter and any events or meetings inside the building
- Cash handling to ensure that correct cash and card transactions are processed
- Maintaining a high level of product knowledge to be able to assist the customer in any menu queries
- To be able to provide any allergen information to the customer at any time
- Keep on top of all compliance activities
- Maintain equipment and F&B areas with regular cleaning
- To support the external catering team if required
- Checking customers' identification and confirm it meets legal drinking age
- Assessing customers' needs and preferences and making recommendations



- Mixing ingredients to prepare cocktails
- Contributing to planning and presenting bar menus
- Checking, re-stocking and replenishing bar inventory and supplies
- Any other reasonable jobs around the building

### Person Specification

#### Essential skills, knowledge and experience

Experience	Experience is not essential for this role as full training will be provided
Communication and customer service skills	Experience in effective communication and excellent customer service
Organisational skills	Extremely well organised, with great attention to detail, and an ability to coordinate, timetable and balance a broad range of priorities and projects
IT skills	Able to use electronic tills and ordering system
Personal Attributes	A commitment to the future of the North East of England

#### Desirable skills, knowledge and experience

Experience	Experience in a similar working environment Level 2 food hygiene certificate Food preparation and handling
Personal Attributes	An interest in the heritage of the North East

### Appointment and Application Details and Timetable

Advertising 15<sup>th</sup> June to 2<sup>nd</sup> July 2021.

Panel interviews w/c 8<sup>th</sup> July 2021.

Please send CV to Anne Bartle [anne.bartle@thecommonroom.org.uk](mailto:anne.bartle@thecommonroom.org.uk) by close of business on 2<sup>nd</sup> July 2021.

Please ensure this indicates the earliest date you would be available to start work if appointed.

Please provide the names and contact details (email and phone) for two referees, one of which will be a recent or current employer. We will not contact your referees without your permission.