



# Garioch Indoor Bowling Centre

## Job Description

**Role:** Catering Assistant

**Reporting to:** Catering Manager

The Catering Assistant is responsible to the Catering Manager for the smooth and efficient running of the GIBC Kitchen and Lounge. Your main responsibilities are catering for the members, visitors and outside parties who wish to partake of food within our premises. This includes patrons to the 10 Pin Bowling Area.

### **Duties include:**

1. Deputising for the Catering Manager in their absence.
2. Ensure premises are clean and tidy and comply with current Food Hygiene Standards
3. Ensure waiting staff are fully briefed for their duties. They are to be dressed smartly at all times whilst interacting with members and guests
4. Security of cash during opening hours is of paramount importance. DO NOT leave cash or tills unattended at any time and all cash is to be secured in the office when kitchen closes
5. Report any issue of concern to the General Manager or any senior committee member. In the event of there being a complaint from a customer, take note of the events and submit to the General Manager or Senior Committee member to allow them to investigate the incident and take necessary steps to inform the customer of action taken