



**CITY OF ELY COUNCIL
COUNCIL CHAMBERS
SESSIONS HOUSE
ELY
LYNN ROAD
CAMBS CB7 4EG
Telephone 01353 661016**

Email: info@cityofelycouncil.org.uk

CASUAL HOSPITALITY ASSISTANT AT THE MALTINGS

JOB DESCRIPTION

Responsible to: Venue Manager

Responsible for: Not applicable

Work as part of a team, at East Cambridgeshire's premiere events and conferencing venue, the Maltings.

This position is casual, including evenings and weekends. Your hours will vary depending on business needs.

The role will be required to be flexible with hours starting and finishing times as required.

Essential Job Functions

Meeting and greeting customers.

Setting up areas for functions, laying tables with linen, cutlery and crockery.

Serving food to guests at tables.

Clearing tables.

Attending to customers' needs.

Delivering hospitality services to the meeting rooms.

Serving all food to the highest standard.

Preparing and serving all beverages in a timely manner.

Maintaining a professional and friendly image with clients and customers.

Providing friendly, warm and knowledgeable service to all customers.

Adhering to regular cleaning duties and health and safety procedures.

Other duties as required.

Knowledge, Skills and Abilities

Essential

Flexible in relation to working hours.

Professional and responsible.

Reliable.

Excellent communication skills.

Desirable

Bar work experience.

Serving experience.

Level 2 Food hygiene certificate.

First aid.