



Catering Assistant (responsible for delivery to outlets) – Café Artysans

**Application deadline:** 29/10/2021

**Contract Length:** 12 months

**Part-time hours:** 30 per week, 8.00am – 2.00pm (6 hours), Monday to Friday with some occasional weekend/evening work. £9.50/hour.

*This post is assisted initially through Highland Council HERO Scheme, [www.highland.gov.uk/hero](http://www.highland.gov.uk/hero)*

Café Artysans in Strothers Lane, Inverness, is owned and operated by the Calman Trust charity as a working environment in which young people can 'learn by doing' and so develop the skills for future employment. The Catering Assistant (Delivery) is part of the Café Artysans Team with responsibility for supporting delivery of our catering and events service. In this role the Catering Assistant (Delivery) will be expected to provide an excellent service to our customers and help to support young people in their preparation for future employment.

### **Job Roles**

- Deliver daily supplies to Café Artysans outlets, initially the Inverness Justice Centre
- Deliver catering orders to local offices
- Assist the kitchen team in preparing deliveries
- Support the service through assisting with basic food preparation
- Maintain schedule for customer orders
- Set up catering events, and be responsible for service where required
- Represent the work of Café Artysans and Calman Trust in communication with customers
- Assist in delivering the Café Artysans Front of House service where required

### **Requirements**

- Good customer service and communication skills
- Reliable, with good time-management

- Excellent planning and organisational skills
- Good personal presentation
- Basic knowledge of food safety and food preparation
- Ability to follow directions and manage a schedule
- Food handling experience
- Ability to work as part of a team
- Moving and handling ability
- Food Hygiene Certificate (can be attained on the job)
- Evidence of trustworthiness and willingness to take responsibility in the role

Essential:

- Full clean driver's licence (for insurance purposes, must be aged 25 or over)
- Recruitment will include application for PVG membership (safe working with young people)