



## JOB DESCRIPTION

<b>Title:</b>	<b>CATERING/HOSPITALITY ASSISTANT</b>
<b>Responsible to:</b>	Catering Manager and Hospitality Manager
<b>Contract type:</b>	Permanent/Temporary
<b>Responsibility Grade:</b>	A
<b>Salary:</b>	£8.91 per hour
<b>Location:</b>	CAT site near Machynlleth, Mid Wales
<b>Hours:</b>	Zero hours contract
<b>Working Days:</b>	Spread over 7 days on a rota basis, including evenings and early mornings Split shifts may be required, dependent on business requirements.
<b>JD Date:</b>	31 May 2021

## DESCRIPTION

The Centre for Alternative Technology (CAT) is an environmental education, research and visitor centre demonstrating practical solutions for sustainability. The Centre covers all aspects of green living: environmental building, renewable energy, woodland management, energy efficiency and organic growing. It has a unique visitor centre that welcomes tens of thousands of visitors each year and a Graduate School offering postgraduate degrees in sustainability and adaptation, environmental architecture, sustainable food and natural resources, and renewable energy. The organisation also runs short courses and educational visits, offers venue hire and consultancy, and undertakes research in ways to reduce Britain's environmental footprint via the flagship Zero Carbon Britain project.

CAT, which celebrated its 40<sup>th</sup> anniversary in 2014, is a national charity based in Mid Wales dedicated to researching and communicating positive solutions for environmental change. This post will be based in CAT's site, located at the picturesque, former Llwyngwern Quarry site, which is within easy reach of the town of Machynlleth, the Snowdonia National Park and Cardigan Bay. The site is also within the UNESCO Dyfi Biosphere reserve, which is an area noted for its natural beauty, biodiversity and active sustainability and renewable technology businesses and communities.

CAT's catering/hospitality team aims to provide a high quality service to its range of customers who include day visitors, school groups, students, course attendees, B&B guests, events and conference delegates. CAT's café is one of the leading vegetarian and sustainable food outlets in Wales, showcasing low-carbon, nutritious and tasty food. Current areas of operation include the main café and the bar and restaurant in the Wales Institute for Sustainable Education (WISE) building.

Working as part of the catering/hospitality team, the assistant's role is to provide front of house service to café/bar customers and CAT guests and help deliver and maintain a high standard of customer service, cleanliness and presentation.

#### **MAIN PURPOSE AND RESPONSIBILITIES OF THE JOB**

- Working with the Catering and Hospitality team, serving customers in the cafe and the bar operating the till, cashing up, cleaning areas and restocking as required
- Working with the Hospitality team, ensuring that an excellent level of presentation and cleanliness is maintained in general public areas and accommodation
- Assisting with events
- To comply with CAT Health & Safety Procedures
- Undertake such other duties as required by the Catering Manager and Hospitality Manager.

<b>PERSON SPECIFICATION – CATERING/HOSPITALITY ASSISTANT</b>			
<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Evaluated</b>
<i>Education and qualifications</i> <ul style="list-style-type: none"> <li>• Good level of general education</li> </ul>	*		Application form
<i>Knowledge and Experience</i> <ul style="list-style-type: none"> <li>• Experience of customer services</li> <li>• Experience of catering/hospitality work</li> <li>• Experience of team work</li> <li>• Experience of cash handling</li> <li>• Experience of stock control</li> <li>• Experience of vegetarian / sustainable ethos</li> </ul>	*	* * * * *	Application form and interview
<i>Aptitude and Skills</i> <ul style="list-style-type: none"> <li>• Good inter-personal skills</li> <li>• Good communication skills</li> <li>• Good level of numeracy and literacy</li> <li>• Ability to communicate in Welsh – oral and written</li> <li>• Possess excellent IT skills</li> </ul>	* * *	* *	Application form, interview and references
<i>Personal Attributes</i> <ul style="list-style-type: none"> <li>• Demonstrate respect for diverse range of people</li> <li>• Ability to work unsupervised and to direct own work</li> </ul>	*	*	Application form and interview
<i>Circumstances</i> <ul style="list-style-type: none"> <li>• Ability and preparedness to work flexibly</li> <li>• Empathy with the ethos and core values of CAT</li> <li>• Good understanding of environmental issues</li> </ul>	* * *		Application form and interview

It is in your own interest that you are explicit in your application about how you meet the stated criteria. You are encouraged to provide relevant and explicit examples.