



Job Description

Job title:	Food & Beverage Assistant
Reporting to:	F&B Manager / Service Team Leader
Location:	Across Birmingham Museum Trust sites
Salary:	£8.25 per hour
Contract:	Casual

Principle Function

To be part of the catering function at a designated site, delivering excellent levels of service to internal and external customers as well as highest levels of food hygiene.

Responsibilities

- Stock rotation
- Stock replenishment
- Assist with the receipt of deliveries and goods
- Assist with the storage of deliveries and goods
- Cleaning duties including washing up
- Hygiene
- Food preparation / production
- Food display / presentation
- Food service
- Excellent customer service
- Follow cash handling procedures correctly
- Handle cash

Duties and Tasks

- Bring to the attention of the manager/senior any maintenance issues identified in the general working area
- Awareness of COSHH
- Due diligence
- Service of internal requirements
- Follow correct procedures for financial data specific to the area
- Help the team meet budgetary targets
- Awareness of profit and loss within the area
- KPI Implementation and monitoring
- Be involved where guided with stock take
- Food safety management system
- Cover in absence

Person Specification

Essential / minimum criteria

- The ideal candidate will have previous experience in a similar role and have an outgoing personality. Attention to detail and a passion for delivering an excellent service is essential. They will be able to work on their own initiative and the ability to be flexible to accommodate our guest's needs and the needs of the BMT.
- Excellent levels of customer service
- Some experience of basic food preparation and serving, with an understanding and certificate in food hygiene, level 2 or higher
- Flexible in terms of days and hours and location
- Can think on feet – clearing tables and maintaining a clean environment on both sides of the counter