

# Yeovil Town Council



## JOB SPECIFICATION

### Casual Recreation Assistant - Catering

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Level 2 Food Hygiene</li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with customers and members of the public</li> <li>• Ability to communicate effectively (both verbal and written communication)</li> <li>• Great face to face customer service</li> <li>• Computer literate and comfortable using Microsoft software</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a commercial kitchen</li> <li>• Experience of handling cash &amp; electronic payments</li> <li>• Experience of working in a catering or customer service related environment</li> <li>• Experience as working as part of a team.</li> <li>• Use of an EPOS till</li> <li>• Ability to keep accurate records</li> <li>• Knowledge of Yeovil Recreation Centre</li> <li>• Appreciation of Health and Safety issues</li> <li>• Appreciation of food hygiene issues</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Positive, cheerful demeanour</li> <li>• Physically fit to move around facility swiftly when required &amp; set up facilities for customer use.</li> <li>• Great communicator</li> <li>• High integrity and honesty</li> <li>• Ability to stay calm under pressure in busy periods</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Problem solver and willingness to support in all tasks required to keep facility open and presentable</li> </ul>	