

Lancaster City Council - Job Description & Person Specification

Job Title:	Casual General Assistant	Grade:	5	Job Code:	LCC385
Service/Team:	Environment & Place/The Storey and Events Team	Role Type:	Fixed	Reports to:	The Storey and Events Catering Supervisor
Line Manages:	N/A				

Job Overview
To prepare and serve a range of hot and cold beverages, cakes and light snacks at The Storey and appropriate LCC venues. Work across other LCC sites to assist with the event offering, to include room set ups & bar work.
Direct Responsibilities
<ul style="list-style-type: none"> Undertake a range of duties, including: dealing with customers; using the till; serving food and beverages; cleaning; basic food preparation; maintaining hygiene standards; and preparing rooms and equipment for various events. Prepare and serve a range of hot and cold drinks. Maintain food stock levels on display to meet the demands of the business. Cleaning of all café and bar areas, the kitchen and all its equipment. Ensuring a clean a welcoming environment for visitors to the café and bar. Following appropriate training, prepare and cook a selection of hot foods, sandwiches, salads, light snacks, and baked goods. Operate the till and cash-handling including cashing up procedures. Complete checks or record sheets relating to stock and food hygiene as requested. To assist, when required, in other visitor facilities within The Storey and other Lancaster City Council sites. All other general duties as requested.
Primary Measurable Objectives
To prepare and serve an excellent standard of hot and cold beverages, cakes and light snacks for the café, catering and wider Storey offer. Assist in the delivery of events across The Storey and other LCC sites.
Staff Management Responsibilities
<ul style="list-style-type: none"> N/A

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training		4 GCSE's (including Maths)	App Form, Interview, Certificate
Experience	Experience of working in a hospitality environment	Experience of working across bars & events	App Form, Interview
Job Related Skills, Knowledge & Abilities		Personal Licence Holder	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills	Excellent communication skills		App Form, Interview
Special Requirements/Other			App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	