



KIRTLINGTON PARK  
- POLO CLUB -

## **Job Description: Catering and Service Assistant**

We are looking for a friendly, outgoing, and reliable individual to join our team as a **Catering and Service Assistant**. In this role, you will work closely with the events and hospitality co-ordinator to ensure smooth operations and deliver excellent customer service.

### **Key Responsibilities:**

- Assist with preparing and serving food and beverages to customers.
- Provide a warm and friendly experience for every customer.
- Handle customer orders and process payments efficiently.
- Maintain cleanliness and hygiene in the food van, including washing utensils, cleaning surfaces, and restocking supplies.
- Assist with setup and packing up the food van at the beginning and end of the day.
- Help with other tasks as needed, such as organizing stock or running errands.

### **Key Qualities:**

- Friendly, approachable, and good with people.
- Strong communication skills and a positive attitude.
- Ability to work in a fast-paced environment.
- Reliable and punctual.
- Willingness to learn and take on new tasks.

### **Requirements:**

- Previous experience in customer service or food preparation is a plus but not essential.
- Must be able to work flexible hours, including weekends.
- Basic numeracy skills for handling cash or card payments.
- A food safety certificate (or willingness to obtain one) is advantageous.

If you enjoy working with people and have a passion for food, we'd love to hear from you.

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