



# Kent & East Sussex Railway



TENTERDEN TOWN STATION, TENTERDEN, KENT TN30 6HE  
Telephone 01580 765155 • enquiries@kesr.org.uk • kesr.org.uk

## Job Description

**Job Title: Catering Assistant**

**Hours: Positions offering up to 37 hours per week**

**Reports to: Commercial Manager**

### Role Purpose

Undertake a wide range of duties including food preparation, serving of internal and external customers at stations and on-board trains.

### Role requirements

- Ability to work quickly, consistently, effectively and safely.
- Preparation of foods for sale
- Ensure display cabinets are correctly & adequately stocked
- Preparation & clearing of tables
- Washing up
- Routine cleaning of kitchen and dining areas
- Operation of EPOS and manual tills, cash handling
- Ability to respond to the seasonal nature of the business
- Work proactively
- Prompt reporting of any safety concerns observed
- Perform other reasonable tasks as required by the Commercial Manager

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The person in the post may also be required to carry out such other duties consistent with the role from time to time.

You will be able to demonstrate a commitment to excellent Customer Service.

**continued**

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## Person Specification

- Excellent motivation
- Ability to communicate clearly and be able to understand written and verbal instructions.
- Understanding of the basic principles of health & safety including COSHH
- Current Food Hygiene Certificate would be a distinct advantage
- Ability to carry out the work under minimal supervision.
- Ability to adhere to working procedures and policies.
- Ability to operate as part of a team or individually.
- Ability to perform the physical tasks required by the post, including lifting, carrying, pushing trolleys
- Ability to fulfil their duties within the required time period to the quality standard expected.
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Willingness to take personal responsibility for standard of work carried out.
- DBS check required.

## Health and Safety

Every employee is responsible for their own Health & Safety, as well as those of colleagues and visitors. Employees must build excellent relations with colleagues, cooperate with management, follow established safe systems of work, use protective equipment where required and promptly report any defects and hazards or unsafe practices observed. You will contribute as an effective member of the team by supporting colleagues and participating in training, ongoing personal development and actively sharing feedback

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