

job description

Role: Senior Client Catering Assistant

Department: Group Services

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

Your purpose at DRPG is to motivate the DRPG team, clients and visitors, with memorable experiences that will keep them returning time and time again.

The way you roll...

You're able to turn out delicious food under pressure without throwing the (kitchen) towel in. Exceptional attention to detail is a must as are tip top communication skills. You have impeccable customer service standards, with a drive to improve existing levels of service.

All the usual suspects of great time management, multi-tasking and working independently or collaboratively are definitely a part of you. Finally, you must be committed to our philosophy of "Anything's Possible".

How you make it all possible...

- Provide a high level of support to the Catering Manager.
- Oversee the preparation, cooking and service management of client catering under the direction of the Catering Manager.
- Support in food preparation and cookery for clients and teams (when required).
- Support in ordering stock accordingly (we're out of chocolate, quick panic), to maintain levels as required.
- Support in maintaining administrative records.
- Ensure health and safety regulations are strictly observed, recorded and archived.
- Ensure all kitchen areas and storeroom are clean and free from hazards.
- Monitor the quality of the product and service provided.
- Lead in all areas of catering when small or large scale functions are held at DRPG's offices, i.e. preparing crockery, cutlery, refreshment stations the day before an event, serving and looking after clients on the day of the event and clearing everything away after the event.
- Liaise with all departments when catering forms are received to check numbers, timings, dietary requirements and where refreshments are to be served.

What's in your toolbox...

- Must have proven experience in food preparation in a high profile, fast paced client facing environment
- Hospitality and Catering – Level 2 or 3
- Must have up to date food hygiene certificates

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer

Data Security (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.