

Job Description

Senior Client Catering Assistant

Job Title: Senior Client Catering Assistant

Department: Corporate Hospitality

Division: Group Services

Based: Hartlebury

Reporting to: Catering Manager

PRINCIPLE DUTIES

- To provide a high level of support to the Catering Manager.
- To oversee the preparation, cooking and service management of client catering under the direction of the Catering Manager.
- To support in food preparation and cookery for clients and teams (when required).
- To support in ordering stock accordingly, to maintain stock levels and order new supplies as required.
- To support in maintaining administrative records.
- To ensure health and safety regulations are strictly observed, recorded and archived.
- To ensure all kitchen areas are clean and free from hazards.
- To help keep the catering storeroom tidy at all times.
- To monitor the quality of the product and service provided.
- To 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.
- To liaise with all departments when catering forms are received to check numbers, timings, dietary requirements and where refreshments are to be served.

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require

EXPERIENCE

- 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.

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SKILLS / CHARACTERISTICS

- Exceptional customer service standards
- Drive and ambition to make a difference and continuously improve existing services and standards
- Be organised, calm and collected under pressure and to meet deadlines
- Exceptional attention to detail and personal high standards for delivery
- Be able to communicate effectively both verbally and in writing
- Flexibility and willingness to work outside normal office hours when required.
- Must be computer literate.
- Detailed understanding and ability to cater to a variety of dietary requirements.
- Focused on consistently providing high service levels.
- Positive attitude towards challenging situations and multi-tasking.
- Excellent time management skills
- Self-motivated with the ability to work individually and as part of a wider team.
- Willingness to learn new skills and develop existing ones.
- Must be committed to making 'anything possible' with a 'can do' attitude.

DATA SECURITY

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

HEALTH AND SAFETY

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

FURTHER NOTES

The role will be based primarily in our Hartlebury office and will require regular travel to other office locations. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

THE COMPANY

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