



POST TITLE:	Food & Beverage Team Member
DEPARTMENT:	Luxfords Restaurant & Civic Centre
HOURS:	Saturday daytime - 6 hours per week Plus flexibility to cover holidays and weekend functions.
SALARY:	£17,341 pro rata (£9.01 per hour)
PURPOSE OF JOB:	Enhancing the customers' experience
PLACE OF WORK:	Luxfords Restaurant, Uckfield Civic Centre
REPORTS TO:	Hospitality Manager

#### DUTIES AND RESPONSIBILITIES:

The post is a 'hands on' position and the successful candidate will be an active team member.

The Food & Beverage Team Member will be required to:-

1. Assist the Hospitality Manager and colleagues in all relevant aspects of duties, including.
  - To undertake front of house Hospitality duties;
  - To work both in the restaurant and bar preparing orders for our guests;
  - To ensure the workplace is always maintained in a clean, hygienic and tidy manner in line with current health and safety regulations as well as following Covid 19 Guidelines;
  - Be responsible for cash handling and credit card transactions. Training will be given;
2. Under the health and safety guidelines issued by the Town Council, ensure the safety and wellbeing of all who visit or work in the facilities provided by the Council.
3. Adhere at all times to the policies and instructions of the Town Council.

The job activities quoted above are example of the work involved. They do not purport to be a comprehensive list of all aspects of the principle duties.

Therefore, the successful candidate will be required to undertake any other duties that may be required appropriate to the grade and designation of the post.

## PERSON SPECIFICATION – Food & Beverage Team Member

	Essential Criteria	Desirable Criteria
<b>Key Skills and Abilities</b>	Ability to work effectively A team player, who can also work on own initiative. Self-motivated. Must have good communication and written skills.	
<b>Education and Qualifications</b>	Good general education	
<b>Knowledge</b>	Knowledge of Health and Hygiene. Knowledge of Health and Safety.	
<b>Experience</b>	Working with the public and a good level of customer care.	Food & Beverage experience desirable
<b>Personal Attributes</b>	A flexible approach to work and working hours. Have a positive attitude. Honest and well organised. To be in good health and reasonably fit. Helpful & friendly Enthusiastic & hard working.	Passion for excellent customer service is a must with a presentable and flexible attitude to work.
<b>Other</b>	Ideally, we are looking for someone with a passion to deliver fantastic customer service consistently, and is prepared to go the extra mile to ensure all our guests' expectations are exceeded. A good work ethic and attitude who is versatile, pro-active, energetic and able to deliver consistently high standards.	

The Uckfield Civic Centre also caters for many different functions including Tribute Evenings, Uckfield Festival, Chamber of Commerce Events, Special Weekend Events, Afternoon Teas, Dinner & Dances, Evening Meetings & Parties. Please note you will be required to work some of these events.