




# Position Description

<b>Position title:</b>	Catering Assistant	<b>Team:</b>	Asst Catering Manager
<b>Division:</b>	Auckland Unlimited	<b>Reports to:</b>	Asst Catering Manager
<b>Department:</b>	Food & Beverage	<b>Direct reports:</b>	Nil
<b>Unit:</b>	The Terrace Catering	<b>Indirect reports:</b>	Catering Duty Manager
 <p><b>Our commitment to te ao Māori</b></p>	<p><b>Our Commitment to te ao Māori</b></p> <p>We honour te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga (guardianship) and are responsive to the needs of Māori. We will support and promote the development of staff understanding and capability in te reo Māori, tikanga Māori (customs), te ao Māori and te Tiriti o Waitangi so everyone can contribute the delivery of Māori outcomes for and with Māori.</p>		
 <p><b>Role Purpose</b></p>	<p><b>Key Purpose of Role</b></p> <p>The main purpose of this role is to assist the Catering Duty Manager or Supervisor to deliver events at high standards and to perform various FOH and BOH responsibilities before, during and after Events.</p>		
 <p><b>Key responsibilities</b></p>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assisting the Catering Duty Manager in running Events.</li> <li>Assisting in Food and Beverage service.</li> <li>Setting up RFA venues based on the Event requirements.</li> <li>Inventory stock maintenance</li> <li>Ensuring that the food standards are met while serving the food to the patrons.</li> <li>Running food service such as buffet service, plated dinners etc.</li> <li>Commits in always maintaining Food safety practices and health and safety for yourself and others at workplace.</li> <li>Leading teams and handling service responsibilities.</li> <li>Preventive maintenance and maintenance of Department equipment's.</li> </ul> <p><b>Organizational obligations</b></p> <ul style="list-style-type: none"> <li>Action the organisation's good employer obligations and equal employment bicultural policies and practices</li> <li>As an employee of the organisation, you are required to be associated, as required, with Civic Defence Emergency Management or any exercise that might be organised in relation to this organisation function</li> <li>Promote a safe and healthy workplace by undertaking responsibilities as outlined in the organisation's health and safety policy and procedures</li> <li>Promote activities and initiatives that assist the organisation achieve its vision and mission</li> <li>Promote one-organisation initiatives and action these service characteristics</li> </ul>		



### Outcomes



- As an employee of the organisation, you are required to familiarise yourself with and comply with all organisation policies, including but not limited to, the organisation's Code of Conduct
- High quality Food and Beverage services
- Smooth delivery of Events
- Helps you to be more confident by handling responsibilities
- Maintains the Reputation of the Terrace Catering in the industry
- Projects delivered to required objectives
- Auckland Unlimited meets its obligations as an employer
- Auckland Unlimited's reputation is enhanced within the community
- Health and safety requirements upheld



### Key skills

#### Key Skills


- People skills  
since event management involves dealing a lot of variety of patrons you will need to be able to communicate with them comfortably and confidently.
- Flexibility & Willing to work flexible hours  
Events can often be very fast-paced and unpredictable, you need to be able to step up to the plate when needed.
- Organisational skills  
Effective multi-tasking is essential when it comes to running a successful event. You might have to juggle multiple tasks at once.
- Communication skills  
Being a clear, confident, and approachable communicator will help to establish you as an effective team leader. It will also help to ensure everyone's on-track and has a clear understanding of the event's goals.
- Events setup  
Good knowledge on setting up Buffets and tables for plated services and table services.
- Ability to keep calm under pressure  
will look to you as their first point of contact for almost anything related to an event. In moments of stress, where you might be juggling several things at once and dealing with multiple stakeholders.
- Teamwork  
Without effective teamwork, customers won't experience the quality service that they expect.
- High attention to detail  
Everything needs to be of the highest standard to build company rapport. Attention to detail will be drilled into your work from day one of the job. What's more, as a skill, attention to detail is highly transferrable across job sectors due to its importance in providing excellent customer service.

 <b>Job requirements</b>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Preferably a qualification in Hospitality or equivalent experience.</li> </ul>
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Two years plus experience is preferred</li> <li>• Experience handing food and beverage service for all types of events.</li> <li>• Knowledge and hands on experience in handling buffet service, platted service, and table service.</li> <li>• Experience working in the bar</li> <li>• Café experience or Barista experience could be an added value to the department.</li> </ul>
 <b>Key Relationships</b>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Catering Manager</li> <li>• Asst Catering Manager</li> <li>• Catering Duty Manager</li> <li>• Duty Operations Manager</li> </ul>

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

<b>Approving manager:</b>	<b>Version date:</b>
	23/02022

 <b>Job framework</b>	<b>Job function:</b>	<b>Job family:</b>	<b>Job:</b>	<b>DFA</b>
				<b>Budgeted:</b> <b>Unbudgeted:</b> <ul style="list-style-type: none"> <li>•</li> </ul>