# Context statement

Job title: Catering Services Officer – Level 1

Directorate/Service/Team: Leisure Services

## Organisation structure

Reporting to: Operations Manager

Responsibility for: Catering and licensed provision Operations at Verwood Hub and Potterne Park.

## Context of work

Prepare food to be served from the menu at Verwood Hub.

Management of stock control within the café/bar area for both Verwood Hub and Potterne Park, ensuring waste is kept to a minimum.

There will be a responsibility for stock taking and recording both at Verwood Hub and Potterne Park café/bar.

Work on a Shift Rota basis to cover the daily operations and food preparations of the café/bar at Verwood Hub.

To be responsible for maintaining and the cleanliness of all catering resources associated with the café at Verwood and Potterne, following the correct reporting procedures.

To provide continuous improvement to the catering services on offer considering customers’ needs and the needs of the business

Assist the Events Manager with preparation of catering and bar services for all events and bookings as may require such services.

## Travel requirement

This role is primarily based at Verwood Hub with a requirement to travel to Potterne Park on a weekly basis.

## Other information

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

There is a requirement for an enhanced DBS.

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| **Context statement prepared by:** |
| Manager | Michelle Goodman | Date |  |