



**NORFOLK WILDLIFE TRUST
Holme Dunes Visitor Centre**

CATERING ASSISTANT (Casual work)

The Catering Assistant will be based at Holme Dunes Visitor Centre at the modern café within the centre. Norfolk Wildlife Trust has Visitor Centres situated on five of its nature reserves at Cley Marshes, Hickling Broad NNR, Holme Dunes NNR, Ranworth Broad, and Weeting Heath NNR.

NWT has an excellent reputation not least for the way in which it manages the Holme Dunes Nature Reserve, attracting a broad spectrum of visitors from across the UK and beyond; specialist naturalists, serious and casual bird watchers to tourists, day trippers and those simply wanting to enjoy the breath taking scenery and wildlife to be found in North Norfolk.

Catering Assistants at the NWT Holme Dunes Visitor Centre are expected to deliver a high standard service in the café, working as a team, to deliver a friendly and professional service.

Reporting to the Café Supervisor in this important service role, the Catering Assistant will use all best endeavours in the delivery of a quality service to a high standard in a warm and friendly way, responding to the needs to maintain the professional face of NWT in the presentation and delivery of soup, sandwiches, hot beverages and other food stuffs to meet the expectations of NWT and visitors.

The Catering Assistant will be expected to ensure that the café, food preparation and display areas remain clean, tidy and safe at all times and that the brand of the NWT is maintained in all aspects. Proper handling of cash and excellent customer service at all times is essential.

The Catering Assistant will be responsible for the preparation, presentation and service of soup, sandwiches, snacks and beverages using ingredients and products from local sources and aiming to achieve a very high standard at all times.

The Café team work closely together with the Visitor Centre staff, volunteers and the Reserve Warden and reserve staff. It is therefore essential that a good working relationship is maintained with all colleagues.

The successful candidate will be expected to hold or train and achieve a Food Hygiene Certificate and ideally will have previous experience working within the catering industry.

A detailed job description is attached for information and to assist you with your application.

In return for this important and highly rewarding role, NWT will offer an hourly rate of £7.83

Hours will be agreed in advance with the Café Supervisor and there will be the opportunity for additional hours to provide cover for other members of staff.

The café will be open every day until 1st April to 31st October 2017 and then may open during weekends during the winter.

2. Application Procedure

Candidates should apply by sending a copy of their CV, giving full details of education, employment history, including dates and outlining relevant experience. Please also supply details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

Completed applications should be marked 'Private and Confidential' and sent to Job Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY or e-mailed to info@norfolkwildlifetrust.org.uk .

Please send in your application at the earliest opportunity. The recruitment will be closed when the advert is removed from the NWT website.

The successful candidate will be expected to provide proof of eligibility to work in the UK at the time of accepting the offer of employment.

We regret that we are unable to provide feedback from the application stage and if you have not heard from us you should assume your application has not been successful on this occasion.

Thank you for your interest in this post and the work of the Trust. We wish you every success with your application.

Norfolk Wildlife Trust
January 2018