

## **PJ taste Catering/Bar Assistant vacancy for Saturday/Weekend events**

### **The Post**

This role plays a critical part in maintaining PJ taste's high standard of customer service, helping us achieve our aim of being the best provider of catering and hospitality in Sheffield, South Yorkshire and Derbyshire. It involves interaction with our customers on a daily basis, serving food and drinks to a high standard and representing the company at a range of events. In addition preparation, dishwashing and packing will be involved. It is a food handler's position with the training required to ensure food safety is maintained at all times. The position is located in Sheffield (S9 3HB), although our delivered events are at locations through-out Sheffield and Derbyshire. Transport to other locations will be provided if required.

### **The PJ taste Business**

We prepare a wide range of food from scratch each day using as much locally sourced (and our own grown) produce as possible. We aim to devise creative and challenging menus often unique for each customer and occasion. Our standard for customer service is with customers central to everything we do.

Our food suppliers include meat from Povey Farm (Moss Valley) and Whirlowhall Farm in Sheffield and bread from local Sheffield bakers. In tandem we continue to develop our recycling policies, recycling all cardboard, bottling our own Citrus Hits® soft drink in re-used J20 and using predominantly electric vehicles for our deliveries. You can find out more at [www.pjtaste.co.uk](http://www.pjtaste.co.uk), [twitter.co.uk/pjtaste](https://twitter.co.uk/pjtaste) and [facebook.com/pjtaste](https://facebook.com/pjtaste)

## **GENERAL**

### **Salary**

The hourly rate for people over 25 is currently £7.98, £7.42 over age 21 and £5.87 for ages 20 and below. These rates include holiday pay. We have part time positions available on a zero hours contract basis.

### **Starting date**

The post is available with immediate effect.

### **Terms and Conditions of appointment**

Full details of terms and conditions of employment will be made available to the candidate to whom the appointment is offered.

### **Annual Leave Entitlement**

There is a current annual holiday entitlement of 28 days including statutory days. Some of these days may be allocated e.g. days over a Christmas close period.

### **The successful candidate will ideally have:**

Previous catering experience within a similar environment and hold a basic food handlers certificate.

The person should be bright, alert and outgoing, able to communicate effectively with customers and maintain a high standard of personal presentation is essential.

Have the ability to work well in a team and on their own initiative

Have good verbal and written communication skills

Have the ability to adapt to change and take on different tasks as and when required

It is a benefit to have had previous experience of cash handling or operated as a retail cashier.

### **Desirable**

- NVQ Level 2 Customer Service

### **Entitlement to Work in the United Kingdom**

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK. Candidates invited to interview will be provided with a list of appropriate documents that can be provided as evidence. Please **DO NOT** provide this with your application.

Workers from outside of the EU may be eligible to work in this role subject to their immigration status. However, due to the nature of this role and the level of qualifications required, please note that immigration legislation will not allow the University to apply for a sponsorship certificate for this post.

### **APPLICATION AND RECRUITMENT PROCESS**

- Your completed application form should be e-mailed to [ask@pjtaste.co.uk](mailto:ask@pjtaste.co.uk) or posted for the attention of Gill Moulam to:

PJ taste LLP  
54 Staniforth Road  
Sheffield  
S9 3HB

- Postal applications will not be acknowledged unless a stamped addressed envelope/postcard is supplied.
- Please note that applications received after the closing date will not

normally be accepted.

## **Referees**

In naming referees in your application, you are requested to give only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

## **JOB DESCRIPTION**

Job Title: **Catering Assistant Food and Service**

Normal Work Location: **PJ taste, 54 Staniforth Road, Sheffield, S9 3HB. In addition further work will be at PJ taste outside event locations in the Sheffield area and at PJ taste, 249 Glossop Road, Sheffield, S10 2GZ.**

Reporting to: **PJ taste Business Partner**

### **Job Function/Purpose:**

To provide a high standard of food production, service and customer care ensuring the highest compliance with statutory and PJ taste hygiene and other relevant legislation.

### **Main duties include :**

1. Preparing for and serving food and drinks, providing excellent customer service, occasional cash handling , clearing tables and operating dishwasher.
2. Work as part of the PJ taste “sales” team by taking every opportunity to highlight our products and services through interaction with customers. Assistance with food production subject to appropriate training may also be required.
3. Delivered and event catering. Assist with all aspects of our delivered catering including packing crockery and equipment, through to assisting with the set-up and service of events.
4. Ensuring excellent standards of food presentation, merchandising and service standards. Ensuring that the PJ taste “story” is communicated to clients, customers and guests.
5. Ensuring completion of all required paperwork including that demonstrating PJ taste compliance with all statutory obligations.
6. Cleaning and sanitising all work areas as well as completing written hygiene records.
7. Ensure all operations are conducted under the highest hygiene standards, complying with all statutory and PJ taste codes of practice.

8. Any other such duties commensurate with the grade of the post as may be assigned by the Business Partners.