

Role Profile: Front of House Assistant - Catering

Location: Compton Verney Art Gallery & Park

Hourly Rate: £12.71

Department: Commercial

Report to: Catering Operations Manager

Contract Type: Casual

Travel/Base/Working Patterns: This position will require some weekend and evening working. Rural location with very limited public transport

Compton Verney Art Gallery and Park – Art, Nature and Creativity

Step out of the ordinary at Compton Verney with 120 acres of art, nature, and creativity. An extraordinary place filled with inspiration and imagination, outside and in - this is a place of endless possibilities. It is an award-winning gallery, based in a Grade I-listed Georgian mansion amidst 120 acres of Grade II-listed Lancelot 'Capability' Brown parkland in Warwickshire. With six permanent collections (Naples, Northern European Art 1450-1650, British Portraits, Chinese, British Folk Art & The Marx Lambert Collection) and a schedule of thought-provoking changing exhibitions and events both outdoors and in. It is an accredited museum, and a registered charity.

For more information about Compton Verney, visit: www.comptonverney.org.uk

Twitter [@ComptonVerney](#) / **Facebook** [/ComptonVerney](#) / **Instagram** [@Compton_Verney](#)

Role Objectives:

To support the Catering Operation on site deliver and excellent visitor experience through high levels of customer service and delicious food.

- The catering team has a crucial role to play in Compton Verney's success through self-generated income, building new revenue streams that will sustain Compton Verney in the long-term.
- You will report into the Catering Operations manager and work with the Kitchen and front of house team to support the daily café operation.

Daily Operations:

- Ensure you arrive for your shift on time and attend regular briefings.
- Welcome visitors warmly and always provide excellent customer service.
- Take accurate customer orders and process payments efficiently using the till system.
- Prepare and serve drinks and light food items when trained to do so.
- Deliver food and beverages to customers' tables promptly and professionally.
- Clear tables, maintain cleanliness of the café seating areas and check back on customer satisfaction.
- Assist with setting up and closing down the café in line with operational procedures.

- Support operations in the Coffee Pod and Ice Cream Trailer when required.
- Assist with catering for occasional evening events and functions.
- Maintain high standards of food hygiene, health and safety, and cleanliness at all times.
- Work collaboratively with kitchen and front of house colleagues to ensure smooth daily operations.
- Keep up to date with exhibitions, events and activities across the site to confidently assist visitors.

General

- Work to the Compton Verney Values and Behaviours
- At times, the post holder may be required to undertake other duties as required
- Keep up to date with activity taking place on site
- Ensure all health and safety and sales training is complete and up to date.
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Person Specification

	Essential
Good communicator	*
Experience working in a fast-paced environment	*
Ability to follow processes and procedures	
Self-motivated and proactive	*
Ability to work regular weekends and evenings	*

We value diversity in background, experience and learning style and welcome a broad range of people to help build the future of Compton Verney.

We are working on a long-term commitment to ensuring equity of opportunity at Compton Verney alongside being an Equal Opportunity Employer. We want to ensure all our employees thrive in every part of our organisation and believe that inclusion is everyone's responsibility.

What we offer

At Compton Verney we connect people with Art, Nature and Creativity. We are the leading visual arts destination in the heart of the country. We trigger positive change for artists, audiences and communities by encouraging play, inspiring debate and bringing people and ideas together

We're working hard to create an inclusive culture, where everyone feels they belong and a warm, welcoming and respectful culture for staff, volunteers and visitors so it's important that our people reflect and represent the diversity of the communities and audiences we serve. We welcome and value difference:

- Pension scheme of up to 6% basic salary
- Staff Membership and Discount
- Charity workers discounts i.e. gym memberships, shopping discount codes, insurance discounts
- Holiday allowance up to 28 days relating to length of service
- Flexible working whenever possible
- Access to a wellbeing portal, App and Employee assistance programme (EAP)
- Free parking
- Eyecare Vouchers
- Life Assurance
- Signed up to More than a Moment Pledge
- Training and Development opportunities

How to apply

Please complete the apply using the link below and upload your CV and a covering letter expressing why you are suitable for the role, referencing the job description and person specification to us via:

https://recruitment.evaluation.com/public/recruitment_post?id=blhrcVZGeWJ3cmh2TFQyODJCczVXdz0g&org_id=ToVZYUyNDhaak41cnM4UjYxa3prd0g

For more information about the role or if you have any questions or need any additional support with your application, please contact sandra.kazmierczak@comptonverney.org.uk