



CHRISTIAN YOUTH ENTERPRISES

ROLE DESCRIPTION

Job Title	Part-time Hospitality Assistant
Reports to	Hospitality Manager
Hours	2-3 days per week, including one weekend per month
Contract	Permanent

KEY RESPONSIBILITIES

- To serve God through the unique work of CYESC.
- To prepare and provide healthy, balanced and high quality meals for our guests.
- To maintain the high standards of housekeeping throughout the ship and some areas of the centre.
- To participate in the discipleship programme of CYESC including morning thoughts and staff away days.
- Make a pro-active contribution to maintaining and improving the way CYE operates

PERSONAL PRIORITIES

- To have regular personal 'quiet times' of Bible reading & prayer.
- To join in fellowship with a local church and attend services regularly.
- To maintain a healthy spiritual relationship with other members of CYE staff.

RESPONSIBILITIES

1. Catering
 - a. Preparation, cooking and serving of meals for large and small numbers of guests.
 - b. Food storage organisation.
 - c. Assisting with clear up.
 - d. Assist with food shopping and working with local suppliers.
 - e. Cleaning of the galley.
 - f. When confident, contributing ideas and design to new menus and development of existing recipes.
2. Housekeeping
 - a. Ensure public areas are sanitised daily.
 - b. Assist in the oversight of and adhoc completion of housekeeping duties.
 - c. Regular completion of specific planned cleaning tasks.
 - d. Assist with Winter deep cleaning.
3. Discipleship
 - a. Join various elements of the staff discipleship programme each year.
 - b. Be a role model in your Christian faith to other staff and all who visit CYE.
 - c. Explore and practice ways of presenting and sharing the gospel message in an engaging and sympathetic way.
 - d. At specified times, lead morning team meeting and deliver morning thought.

4. Organisation

- a. Take on occasional leadership responsibilities in the absence of the Hospitality Manager. For example, management of volunteers and the smooth running of the Kitchen (Galley)
- b. Set and uphold high standards of food hygiene and accommodation cleanliness with staff and visitors.
- c. Undertaking one-off tasks and projects as agreed with the Hospitality Manager.

Person Specification

Essential	Desirable
Experience of cooking for groups (e.g. youth groups)	Basic Food Hygiene Level 2 certificate
Flexibility to adapt to the needs of the day	Experience catering for large numbers (40-80)
Some flexibility with work hours due to seasonal nature of the organisation	Experience of managing housekeeping tasks
Prepared to demonstrate high standard of housekeeping tasks (cleaning, laundry, washing up, etc)	Full UK driving licence
Willingness to participate and contribute to discipleship programme	
Good organisation and communication skills	
Ability to work in a team as well as independently.	
Friendly and approachable	