Job Description

Early Evening Catering Assistant

Job Title	**Early Evening Catering Assistant**
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
Salary	£12.21 per hour
Contract	Term time plus one week / 52 weeks -**Monday to Thursday 3.30pm-8pm** (some flexibility available)
Holiday	33 days including Bank Holidays (pro rata for part-time)
Reporting to	Catering Manager
Closing date	**1ˢᵗ June 2025** but reviewing on a rolling basis.

Join our Team as an Early Evening Catering Assistant!

Making magical evenings for children at Ufton Court

Are you looking for a fun, friendly role where you can help create unforgettable evenings for young visitors? We are looking for an Early Evening Catering Assistant to join our brilliant team at Ufton Court!

You'll be helping to set up and serve delicious banquets, fuel the fun at our famous Boogie Bashes, and make sure every child has an awesome evening during their stay. No two nights are the same – expect music, laughter and a real sense of making a difference.

We're looking for someone who is:
– Warm, welcoming and great with children
– Reliable and happy to be part of a busy team
– Proud to keep our food service safe, smooth and sparkling

Experience in catering is helpful but not essential – full training will be given. What matters most is your energy, your smile and your commitment to helping every child feel special.

Hours: Early evening shifts, typically between 3:30pm and 8.00pm (Monday-Thursday) (some flexibility available)
Location: Ufton Court, near Reading

Come and be part of the magic at Ufton Court – apply today!

Key Responsibilities

1. Assisting in the preparation and service of food for up to one hundred children
2. Maintaining high standards of cleanliness across our three kitchens and stock rotation
3. Setting up of historic banquets
4. General kitchen porter duties including washing up
5. Deal with specialist dietary requirements.
6. Be able to work on your own or as part of a team.
7. Upholding the highest standards of food handling and hygiene
8. Assisting Housekeeping team with cleaning of areas used by children

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

Person Specification

Qualifications and Skills

- Level 2 food safety and hygiene desirable, but not essential as full training will be given.
- Be over the age of 18
- Excellent time keeping
- Reliable
- Organised
- Access to own transport
- Have great customer service skills

Desired Attributes

- A proactive attitude with the ability to take initiative.
- Flexibility to adapt to evolving responsibilities and priorities.
- Enthusiasm for the mission and values of Ufton Court.
- Partial to a homemade flapjack and ability to make a decent cup of tea.

Values Alignment

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

We are based in a glorious rural location but that does mean **you'll need access to your own transport**. You must have the right to work in the UK.

Join us at Ufton and be part of a team that is dedicated to making a real difference in the lives of children and young people. If you have a strong commitment to our values, and want to work in a supportive environment, we'd love to hear from you.

To apply, please submit your **CV and a cover letter** outlining your suitability for the role and how you align with Ufton's values to recruitment@ufton.org.uk.

We will only consider applications that provide a covering letter.

Closing date: 11:59pm 1st June 2025.

We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Baring Service) check and at least three references.