



# Strattons recruitment 2017

Strattons is currently recruiting for the following positions:

To apply for any position, please send your CV and a cover letter to Hannah Hughes at [hannah.marketing@yahoo.co.uk](mailto:hannah.marketing@yahoo.co.uk)

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**Job title:** Full time café & kitchen worker

**Department/team/location:** Hotel Restaurant & On-site café deli

To prepare, cook and serve food in the café or hotel restaurant whilst maintaining high levels of customer service at all times.

## **DUTIES AND RESPONSIBILITIES**

- \* To supply the highest level of customer care and service whether in the front of house or in the back areas.
- \* To prepare, cook and serve any food delegated as your responsibility ensuring that the highest possible quality is maintained and that agreed standards for food preparation and presentation are met at all times.
- \* To be knowledgeable and confident in the businesses ethos, service and policies.
- \* To make and serve a range of drinks including using a coffee machine.
- \* To adhere to company procedures in regards to temperature checks, food labeling and dating, cleaning schedules and hygiene regulations at all times and ensuring that all records of such are updated and kept.
- \* To assist with the acceptance and storage of deliveries and that all relevant company procedures are adhered to.
- \* To be flexible in your work and assist colleagues when required.
- \* To ensure you maintain your work areas to a clean, hygienic and tidy state at all times.
- \* To carry out daily and weekly procedures whether cleaning or maintaining records.
- \* To wear the full and correct uniform at all times whether in the public eye or in the back of house areas.
- \* To protect the Gross Profit % through the control of wastage, stock rotation and portion control.
- \* To recognise the importance of good stock management/control and its importance in the kitchen meeting its Gross Profit %.
- \* To remove any hazards and make safe any defects in the kitchen or equipment and report any problems to the Senior Chef or Manager.
- \* To be fully aware and adhere to the following procedures: Sickness and accident report procedures, Fire and evacuation procedure.
- \* To be fully aware and adhere to the businesses Environmental policy.
- \* To comply with all COSHH and safety requirements relating to chemicals and equipment used in the kitchen.
- \* To attend all meeting and training sessions in which you are required.



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- \* To comply with any reasonable request from your superiors.

This Job Description is not exhaustive and you may be asked to carry out additional duties during your shift. Full and continuous training given, including external training sessions.

## **Practical requirements:**

Full time with varied shifts between 4 and 12 hours (some split shifts). Applicants must be available to work any day of the week and happy working weekends. Generally 2 days off per week. 28 days annual paid holiday. Please note that we do not have any staff accommodation, however we are located in the town of Swaffham. To apply please send your CV and a cover letter to [hannah.marketing@yahoo.co.uk](mailto:hannah.marketing@yahoo.co.uk)

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**Job title:** Part time front of house

**Department/team/location:** Hotel & Restaurant

Strattons is a small family run business looking for a front of house person to work part time in the hotel restaurant. This role requires a high level of customer service using professionalism, initiative, and communication skills. You will be waiting tables, taking orders, making and serving a range of drinks from the menu including cocktails, washing up and assisting with afternoon tea service. Between 1 and 4 shifts per week including some split shifts. Shifts between 3 and 7 hours, some daytime although mostly evenings. Applicants must be happy working weekends and public holidays, New Year essential, although the restaurant is closed at Christmas.

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**Job title:** Part time breakfast waiter/waitress and housekeeper

**Department/team/location:** Hotel & Restaurant

Strattons is a small family run business looking for waiter/waitress to work part time in the hotel restaurant at breakfast. This role requires a high level of customer service using professionalism, initiative, and communication skills. You will be waiting tables, taking orders, making and serving a range of hot drinks and washing up. This role also includes housekeeping where you will be servicing the hotel's bedrooms, public areas and some basic outside maintenance. Between 2 and 4 shifts per week. Shifts between 3 and 8 hours, generally shifts will be breakfast service from 7am or 8am – 11am with a short break before moving onto housekeeping until 3pm or for example housekeeping only from 9.30am – 3pm. Applicants must be happy working weekends and public holidays, New Year essential although the hotel is closed at Christmas.

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**Alternatively if you would like to be kept informed of any future positions please send in your CV and a cover letter via e-mail or drop in, addressed to Hannah Hughes.**



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**E-mail:** hannah.marketing@yahoo.co.uk

**Post:**

Hannah Hughes, Strattons Hotel

4 Ash Close

Swaffham

Norfolk

PE37 7NH

Telephone: 01760 723845

Please note that we do not have any live in staff accommodation.

Vacancies may become available for the following positions; reception, waiter, waitressing, housekeeping, breakfast waiting staff, chef, duty manager, hotel manager, commis chef, sous chef, cook, cafe deli working, pot wash, head chef, housekeeping manager, manager, front of house manager. Recruitment, Norfolk, jobs, job search, vacancies, near Kings Lynn, Norwich, North Norfolk coast.