

Job Description

Job Title:	Conference & Catering Assistant
Salary:	£10.00 (under 21) - £12.21 (21 and over) per hour
Contract Type:	Casual
Reporting to:	Conference Operations Manager

Job Purpose

As home to the world's largest collection of historic British cars, the British Motor Museum operates as part of an Educational Charitable Trust dedicated to preserving and sharing the nation's automotive heritage. This role places you at the centre of a vibrant organisation where exceptional visitor experiences and high-quality conference delivery come together.

As a key member of our dynamic Operations Team, the Conference & Catering Assistant helps ensure a seamless, welcoming service for both conference clients and museum visitors. The role involves supporting daily operations across the Museum Café and delivering catering services to conference delegates. With the Museum open seven days a week, there is a flexible pattern of early, daytime and evening shifts available to meet business needs. This is an exciting opportunity for someone who thrives in a fast-paced, varied environment and is looking to contribute to a unique and inspiring setting.

Main Duties

- Preparing the Café for service
- Serving customers in the Café
- Delivering café food orders and clearing tables
- Delivering, serving and clearing conference catering
- Setting up and breaking down conference rooms
- Adhering to the Museums Standard Operating Procedures, Health & Safety Procedures and Food Hygiene Standards.
- Setting up and breaking down evening functions/dinners
- Serving and clearing evening functions/dinners
- Ensure all cash handling and billing procedures are completed in accordance with company policy
- Take responsibility for your own health, safety and welfare, ensuring compliance with Trust's Health and Safety policies, procedures and safe systems of work;
- Be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with the Trust's Equal Opportunities Policy;
- Actively and positively contribute to the success of the business in delivering your duties and any other business-related activities which may reasonably be requested.

Knowledge, Skills, Experience and Attributes Required
<ul style="list-style-type: none">• 16 years of age or over• Friendly and customer focussed• Able to work as part of a team as well as on own initiative• Able to interpret written instruction with acute attention to detail• Smart, professional appearance• Good time management• PC literate• Ability to work to tight deadlines during busy peak hours• Customer service experience desirable but not essential

Inclusion and Diversity Statement
<p>As an organisation the British Motor Industry Heritage Trust is committed to eliminating discrimination and encouraging diversity amongst our workforce. We welcome applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.</p>