



Job Description: Catering and Housekeeping Assistant

Job Title:	Catering and Housekeeping Assistant
Level:	2
Salary/Hourly Rate:	£23,132 + meals when on shift
Term:	Fixed term, 20 th April 2026 to 31 st August 2026
Hours:	35 hours a week with split shifts, evening shifts. Monday to Friday
Responsible to:	Hospitality Manager
Accommodation:	Live in Preferable at favourable rates (Static caravan available)

Role Summary and Accountabilities:

The catering assistant will be primarily responsible for creating visually pleasing and tasty meals from our small and simple menu to groups of children on activity residential as well as ensuring the accommodation, toilet and shower facilities are cleaned to a high standard.

As part of this, a high level of personal hygiene, an excellent work ethic and good customer service skills will be important factors in their day-to-day work. Work process such as cleaning, tidying storing and labelling food as well as working to the standards set by the Safer Food Better Business (SFBB) is critical.

Secondary tasks such as simple grounds work, cleaning and supporting the activity team will form part of your duties where we have gaps in our catering provision.

Job Description:

Cooking

- Storing food safely and rotating stock efficiently are essential.
- Preparing food hygienically in line with SFBB and food and hygiene level 2 standards
- Be able to cook tasty and attractive meals from a simple and limited recipe for large groups of people.
- Be able to cook to a schedule and serve food in multiple locations.
- Have high standards of personal hygiene.
- Promoting and enforcing standards for good food safety and hygiene across staff and guests
- Promoting recycling, composting and environmentally friendly procedures when it comes to waste food and packaging.



- Be prepared to work split shifts and antisocial hours to meet the demands of the catering needs.
- Take daily orders for pack lunches and prepare in good time.

Cleaning

- Ensuring all catering facilities are kept clean during food preparations, before and after use
- Creating and maintaining a schedule of deep cleaning for all catering facilities
- Ensuring all cooking equipment, plates and crockery are cleaned after each use.

Customer service

- Have excellent face to face skills with customers including children and group leads and teachers.

General duties

During periods where there are no catering groups, the cook should be prepared to:

- Conduct additional cleaning associated with catering operations (such as deep cleaning and stock takes)
- Support with or take lead on cleaning of the site, building and washroom facilities working closely with the booking coordinator.
- Support with grass cutting and other general site work working closely with the maintenance coordinator.
- Support with general activity tasks and maintenance where trained working closely with the [Centre Manager]

Other:

- Support overnight on-call cover of residential groups (Additional Remuneration available)

Due to the varied and ever-changing nature of operations at Via Ferrata Cornwall (VFC) & BF Adventure (BFA) you may be required to undertake additional roles, responsibilities, and tasks* as necessary to facilitate the smooth running of activities.

*(within your level of experience, training, and capability)



Person Specification

Summary

We are looking for someone who is very organised, able to cook good but simple food following a simple menu who is polite and great with people. The catering provision is small so being able to work alongside someone is key and the willingness to step in and get your hands dirty with all aspects of the job is important.

Experience

- Some cooking experience is important.
- Experience of customer service is important.

Essential Skills and Qualifications

- Ability to cook simple and tasty meals, training can be provided.
- Level 2 food and hygiene (this can be completed at the start of the contract)
- Excellent people skills

Desirable Skills and Qualifications

- Activity experience
- Groundwork and handy man experience
- First aid qualification
- COSHH training
- Manual handling training



What next:

Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website. You can either use the online version or the Word format

If you choose the Word document, please save the Application Form in the following format:

Your name_Post applied for_date.

Please email the form to jobs@bfadventure.org with the email subject Catering assistant Application

The closing date for applications is 1/03/26 (or when all available vacancies have been filled)

Interviews are scheduled to take place on a case-by-case basis for applications that meet the threshold to be invited to interview through a scoring process. Please be aware that only applications made using the BF Adventure application form (online or word format) will be scored.

Please do not hesitate to phone us on 01326 340 912 if you have any questions.

Many thanks for your interest and we look forward to hearing from you!

BF Adventure is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post will require an enhanced DBS check.