



Job Description

Role Description:	Catering Assistant (P/T)
Location:	Stow Maries Great War Aerodrome
Nature of Contract:	0.4 FTE / 480hrs (Fixed Term: April – October 2025, averaging 15hrs per week)
Managed by:	Catering Supervisor
Direct Reports:	None
Remuneration:	£5,860 (Pro Rata: £23,809)
Holiday	8 days for the period of the contract, plus Bank Holidays as appropriate.

Stow Maries Great War Aerodrome (www.stowmaries.org.uk) can be found in rural Essex, between Chelmsford and Maldon. It is the last remaining Great War Aerodrome functioning as such in Europe. It houses the largest collection of surviving Royal Flying Corps buildings in the world - 23 2* Listed buildings, on the Historic England At-Risk Register. It is an Arts Council England accredited museum, a renovation project, light aircraft aerodrome and an award-winning volunteering centre. It is operated by Stow Maries Great War Aerodrome Ltd, a registered Charity.

Description:

The Catering Assistant role is a hands-on one, involved in the day-to-day operation of the food and beverage offer of the museum. During regular opening hours and events, the postholder supports the Catering Supervisor and in their occasional absence, supervises, the service and the preparation of food and beverage service to a range of customers, mostly at weekends. In addition, they assist in the allocation of all other duties and monitor catering standards.

The postholder needs to be a team-player with initiative and a passion for collaboration, as well as a motivated and enthusiastic person. The nature of this role requires on-site working, weekly. Reporting directly to the Catering Supervisor, the Catering Assistant is a vital part of a small team of paid staff and a large team of dedicated volunteers.





Key responsibilities

- Assist the Catering Supervisor in all areas - food preparation, service, stock control and hygiene.
- Work with the team to ensure the smooth operation of the offer in relation to food service, food safety, cleaning and till operation as appropriate.
- Maintain the highest standards of customer service, dealing with any customer/staff issues which arise during operational hours.
- Open/close the catering unit as required in the absence of the Catering Supervisor, ensuring the facility is available to customers at publicised times and is secure at closing.

Additional Duties

- Maintain the highest standards of professionalism in dealings with internal and external clients.
- Work collectively towards the Vision and Aims of SMGWA.
- Abide by the Code of Conduct.
- Act in accordance with all policies and procedures.

Required Personal Skills and Qualities

- Previous experience in a catering environment.
- Positive attitude to on-the-job learning and development.
- Ability to work within a team.
- Physically fit and mobile.

Additional Skills and Qualities an advantage

- Experience or good understanding of working with volunteers.
- Experience of working in a charity environment.
- An understanding of, or qualification in, Food Hygiene.





Personal Attributes

- Able to present a professional and positive image of SMGWA.
- Self-motivated and enthusiastic.
- Excellent time-keeper.
- Reliable.

Application Process

- To arrange an informal discussion about the role, applicants should contact ian.flint@stowmaries.org.uk.
- To apply, please send a CV, no longer than 2 pages in length and a covering letter to ian.flint@stowmaries.org.uk.
- Short-listed applicants will be advised via e-mail by 14th March 2025. Final Interviews will take place on 25th March 2025, with extra sessions planned for 27th March 2025 if required.

