



Job Description

Role Description:	Catering Assistant (P/T)
Location:	Stow Maries Great War Aerodrome
Nature of Contract:	Fixed Term Contract: 450 hours, 30 Weeks 8 th May till 4 th December 2026 : averaging 15hrs per week)
Managed by:	Catering Supervisor
Direct Reports:	None
Remuneration:	£5,719.50 (hourly £12.71)
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 helps with the daily running of the museum's café and food service areas. This includes preparing and serving food and drinks, operating the till, and providing friendly customer service to visitors.

They support the Catering Supervisor in maintaining high standards of cleanliness, food safety, and presentation. The role may also involve setting up and clearing tables, restocking supplies, and assisting with catering for museum events and busy periods. In the occasional absence of the catering supervisor, the preparation of food service.

The Catering Assistant works as part of a team of staff and volunteers, helping to create a welcoming environment for visitors. They should be reliable, organised, and able to work well with others while ensuring a positive experience for all guests.





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.

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.

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.

