

# JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Catering Admin Control Assistant</b>
<b>NAME OF JOBHOLDER:</b>	
<b>REPORTS TO (TITLE):</b>	<b>Stores &amp; Catering Administration Manager</b>
<b>OFFICE/HO DEPT:</b>	<b>Catering</b>
<b>DATE:</b>	

## 1. MAIN PURPOSE OF JOB

(one statement explaining the job's overall objective)

To provide support to the Stores & Catering Administration Manager.

## 2. JOB SPECIFIC TASKS

(the major end results the job is expected to achieve)

Cashier

- To provide absence cover to the cashier
- To prepare a daily till reconciliation and report any cash discrepancies
- To prepare stock paperwork and update stock control system
- Perform random till checks during events
- Generate purchase orders
- To update and control the plastic cup reconciliation spreadsheet
- Generate C&E invoicing preparation sheets and internal charges
- Accepting deliveries against delivery notes

Other Parts of the job are:

- Any ad hoc duties as and when required
- Generate a procedure file of all the above tasks

## 3. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

(the expertise needed to perform the job to the required standard)

- Experience of cash handling
- Excellent organization, planning skills and ability to work on your own initiative
- Good IT skills
- Good knowledge of excel
- Good communication skills (written & verbal)
- Attention to detail
- Team player
- Willing to work flexible hours including evenings and weekends

**AGREED AND SIGNED BY:**

**JOBHOLDER:**

**MANAGER:**

**DATE**

**DATE TO BE REVIEWED:**