

# dynamic earth enterprises ltd

## job advert

### CONFERENCE & BANQUETING ASSISTANT (Full time & Part time positions available)

**Do you have a passion for delivering excellence in conference and banqueting service, an eye for detail and the drive to deliver results?**

Dynamic Earth have an exciting opportunity for experienced C&B Assistant to join their busy corporate hospitality team. If you meet the following criteria please send your CV with a covering letter to [murray.wight@dynamicearth.co.uk](mailto:murray.wight@dynamicearth.co.uk)

#### SUMMARY

Assist in the production and delivery our prestigious corporate and hospitality events with a strong focus on customer care. Provide a 5 star waiting service to hospitality clients, serving on the bar, equipment preparation and set up/clearing of function spaces.  
Serve in the attractions Café during quieter events periods.

#### MAIN DUTIES

- Provide clients with 5 star service
- All levels of customer service and a strong focus on meeting the customers' needs
- Waiting tables
- Ensure strict hygiene standards are adhered to at all times
- Setting up and clearing of tables and chairs
- Laying tables and polishing glasses and cutlery
- Dealing with customer enquiries/questions
- Setting up and serving on bar
- Use of till system, cash and credit/debit card handling
- Sending items to wash up area

#### ADDITIONAL CAFE DUTIES

- Stocking and re-stocking food and beverage items, cutlery and condiments
- Serving cafe food, ordering additional food from the kitchen as required
- Maintaining the café and servery in a tidy and presentable manner.
- In addition the job holder is required to perform other duties assigned by their Supervisor/Head of Department which may be necessary from time to time to ensure the smooth running of the department.

#### QUALIFICATIONS/EXPERIENCE

- A passion for providing excellent customer care in the events and hospitality industry
- A warm, friendly 'can-do' attitude is essential, as well as the ability to communicate effectively
- Previous experience in a similar role – waiting and bar work during large conference and banqueting events is advantageous
- The ability to work under pressure and to tight deadlines
- Food hygiene certificate along with a completed Alcohol Awareness course would be advantageous.
- Please note evening and weekend work is required

**CLOSING DATE:** Sunday 28<sup>th</sup> May 2017

(Due to the likelihood of us receiving a high volume of applications, only those candidates selected for an interview will be contacted upon application).