



JD/AV8/03

Job Description and Person Specification – Food and Beverage Team Member

Cotswold Airport is a business and general aviation airport situated in the Cotswolds, near Cirencester. It accounts for around 32,000 aviation movements a year and is one of the largest privately owned general aviation airports in Europe. The airport is developing to increase its share of the business jet market, investing heavily in a new all weather instrument approach system and resurfacing the main runway.

It is home to some 21 other businesses on site; In aviation, this includes: 6 flying training schools/flying clubs, aviation engineering training, engineering aircraft certified maintenance and salvage organisations and 2 cutting edge experimental companies developing hypersonic jet engines and future hydrogen-electric aircraft powertrains. In non-aviation, this includes document storage and aid support storage for DFID.

Each year we organise our own aviation scholarships for young people; bring those into aviation who may otherwise not have the opportunity. Equally, we actively support flying charities for both disabled people learning to fly and injured service and ex-service members.

Role Profile Part 1 - Person Specification	
Qualifications:	NVQ Level 2/3 in food preparation and cookery or equivalent qualification. Level 2 award in Food Safety or equivalent qualification
Experience:	Previous experience of cooking and food preparation in a high-volume café, garden centre or airport café. Basic understanding of health, hygiene and health and safety standards.
Skills and Abilities	The ability to work on own initiative. The ability to work on your own or part of a team. The ability to work under pressure to manage periods of high demand as well as low demand. Excellent verbal communications skills. Helpful and friendly; customer focussed with a positive attitude Basic IT skills, including word, excel and tablets
Other	Flexible attitude to working hours
Values	An understanding of the wider Airport values and behaviour expected when dealing with VIP business or business jet clients.
Other considerations:	Currently 5 days a week, until the Airport moves back to 7 days a week (rostered staffing) as part of wider aviation COVID recovery.

Role Profile Part 2 - Role Requirements

Job Title:	Food and Beverage Team Member
Grade/Salary:	£8.95 per hour
Hours:	40 hours per week, normally, 5 days from 7, inclusive of weekends. Currently, working days are Tuesday to Saturday (inclusive).
Location:	AV8 Airport Café, Cotswold Airport, Cirencester, GL7 6BA
Reports to:	AV8 Manager
Management:	None
Role Purpose and Role Details	<p>Front of house. The welcoming of all customers and introduces customers to the menu and any specials</p> <p>Answers any questions regarding the menu, ingredients and pricing</p> <p>Answers any wider airport questions relating to operating hours, expected aircraft arrivals and what goes on at the airport.</p> <p>To ensure all front of house and public areas are clean and tidy.</p> <p>Ensure stock rotation and stock takes are completed.</p> <p>To ensure all equipment used is safe and clean.</p> <p>take customer orders and pass to the kitchen via tablet software, prepares drinks and serves food from the kitchen to tables.</p> <p>Actively monitors customer demands and ensures all tablets are cleared away as soon as its vacated.</p> <p>Full responsibility for the cleaning of public areas.</p> <p>To maintain a professional appearance whilst at work.</p> <p>To understand wider Airport operations.</p> <p>To undertake any other duty deemed reasonable as required by the AV8 manager and/or Airport Director.</p>
Key Internal Contacts:	AV8 Team and wider Airport staff
Financial:	Working within budget guidelines monitoring and reducing wastage
Other considerations:	<p>Identify with and contribute to the Cotswold Airport brand, values, mission and future development.</p> <p>Adhere to health and safety standards, airport policies and procedures, identifying hazards and undertake appropriate risk assessments, as required.</p>