

Job advert – Refreshment and Catering Assistant (Full time/Part time/Casual)

We have an exciting opportunity that offers plenty of scope to develop a successful career in hospitality within **Nottingham Venues**.

Castle Meadow Central has recently joined the Nottingham Venues portfolio, and we are looking to build a new team to help us shape its future.

Located close to Nottingham City Centre, Castle Meadow Central sits within a dynamic hub for innovation and entrepreneurship and will feature a Food and Beverage outlets and conference and events space.

Main purpose of the role:

To support the smooth preparation, presentation, and service of refreshments and light catering with a focus on high standards of hygiene and excellent customer service. You'll play an important part in delivering food and beverage services to staff, guests, and events across the organisation.

You will prepare and serve a variety of hot and cold refreshments and light snacks, ensuring all food is presented to high standards and complies with hygiene and safety regulations. Your role includes setting up and maintaining refreshment and catering stations for meetings, conferences, and events.

You'll manage stock levels, assist with deliveries, and maintain cleanliness in all food and beverage areas. Providing friendly and efficient customer service is key, whether greeting guests, taking orders, or serving food and drinks.

You may support different departments as needed, including Conference & Events, Office Service, and Bar, helping with tasks such as event setup, food preparation, and drink service.

Following cleaning schedules, adhering to service protocols, and actively engaging in personal development and team meetings are essential to your success in this role.

Flexibility is key, as this role may require working weekends, public holidays, or outside regular hours occasionally—with reasonable notice provided whenever possible.

The ideal candidate:

You're a friendly, energetic team player who takes pride in delivering excellent food and beverage service. With great attention to detail and a strong sense of hygiene, you enjoy working in a fast-paced environment where every interaction counts.

You're flexible and adaptable, happy to support various areas like events, office service, or the bar as needed. You communicate clearly, work well under pressure, and always maintain a positive attitude.

Previous experience in hospitality or catering is a bonus, but your enthusiasm to learn, strong work ethic, and commitment to outstanding customer care make you stand out.

Benefits:

As a talented member of our fantastic team, you will be rewarded with:

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day's holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualification
- Discounts available for both yourself and friends and family in our hotels and restaurant
- Discounted membership at the University sports facilities
- Nottingham Venues discount platforms
- Employee recognition schemes including long service awards and monthly "Top of the tree" event
- Opportunity to earn additional payment by being a member of various employee committees
- Employee wellbeing support
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.