



## **ASCENSION ISLAND GOVERNMENT**

### **JOB DESCRIPTION**

**JOB TITLE:** Residency Catering/Events Coordinator and Housekeeper

**TEAM:** Residency

**REPORTS TO:** The Administrator

#### **THIS ROLE REQUIRES AN ENHANCED CRIMINAL RECORDS CHECK**

#### **JOB PURPOSE:**

1. To manage the smooth and efficient running of the household and provide catering, cleaning and plan events, particularly during visits by official personnel accommodated at the Residency or on the occasion of official functions and events.

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#### **MAIN DUTIES:**

- Provide cooking and chef service for formal dinners, buffets, receptions and larger events as required to a high standard and liaising with the gardener for fresh/garden ingredients as much as possible. Create healthy, fresh dishes to meet various dietary needs as required.
- Coordinate event planning with relevant stakeholders including menu planning, kitchen gardening (harvesting and cleaning garden produce), food preparation and service, invitations and RSVP lists, logistics and set up, decorations and equipment, entertainment, and other tasks as required.
- Maintain the highest level of hygiene standards in the kitchen, especially when preparing food and cleaning after food preparation.
- Arrange the hire of and supervise temporary staff for functions as required.
- Oversee and participate in the following functions:
  - Maintaining inventories of household items, updating the Administrator and/or HoAO quarterly for replacing broken or worn items;
  - Regular cleaning and deep cleaning of Residency (specific cleaning rota to be agreed with Administrator/occupants);
  - Preparing and cleaning of guest accommodation areas when required;
  - Ironing for official purposes, such as table linens and bed linens for guests;
  - Polishing brass and silver when necessary;
  - Setting tables (both formal and informal) for dinner parties or buffets;
  - Serving during evening functions;

- Providing assistance for official events at other locations.
- Identify the need for routine maintenance at the Residency, agree schedule with occupants and arrange for the work to be done by Residency staff or by the Operations Directorate as necessary.
- Arrange regular treatment for pests/insects.
- Prepare accounts related to the running of the Residency.
- Monitor stocks of drinks, dry/frozen/fresh ingredients, cleaning materials and other Residency stores, compiling orders as necessary.
- Work with the gardener to plan planting, harvesting, preservation, and use of garden produce.
- Arrange collection/delivery of orders as necessary.
- Maintaining the cleanliness and security of the Residency when occupants are away on leave.
- Other tasks as required.

**RESPONSIBILITIES:**

- Ensure compliance with health and safety legislation and AIG's Health & Safety Policy and procedures.
- Maintain a high level of hygiene and cleanliness throughout the Residency with particular care in cleaning kitchen/food prep and bathroom areas regularly.
- Look after the security of the premises when residents are away on leave.

**PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes**

**Essential**

- Exceptional knowledge and experience with food safety and hygiene (certification preferred)
- Good level of education/literacy, computer literate including on Excel and able to maintain accounts
- Experience of working in a professional kitchen with a high attention to detail
- Ability to work on own initiative
- Flexible and able to work as part of a small team
- Ability to work under pressure and to an agreed timescale
- Outstanding customer service skills
- Non-smokers only (the Residency and grounds are a non-smoking area)
- Discreet to ensure that the privacy of the Residency occupants is maintained at all times

**ADDITIONAL NOTE:**

- The job holder must be prepared to sign a commitment to respect the confidentiality of the Administrator's personal life and Government business.

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This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.