



**Application Pack**  
Catering Assistant (*casual*)  
April 2026



WORCESTER  
CATHEDRAL

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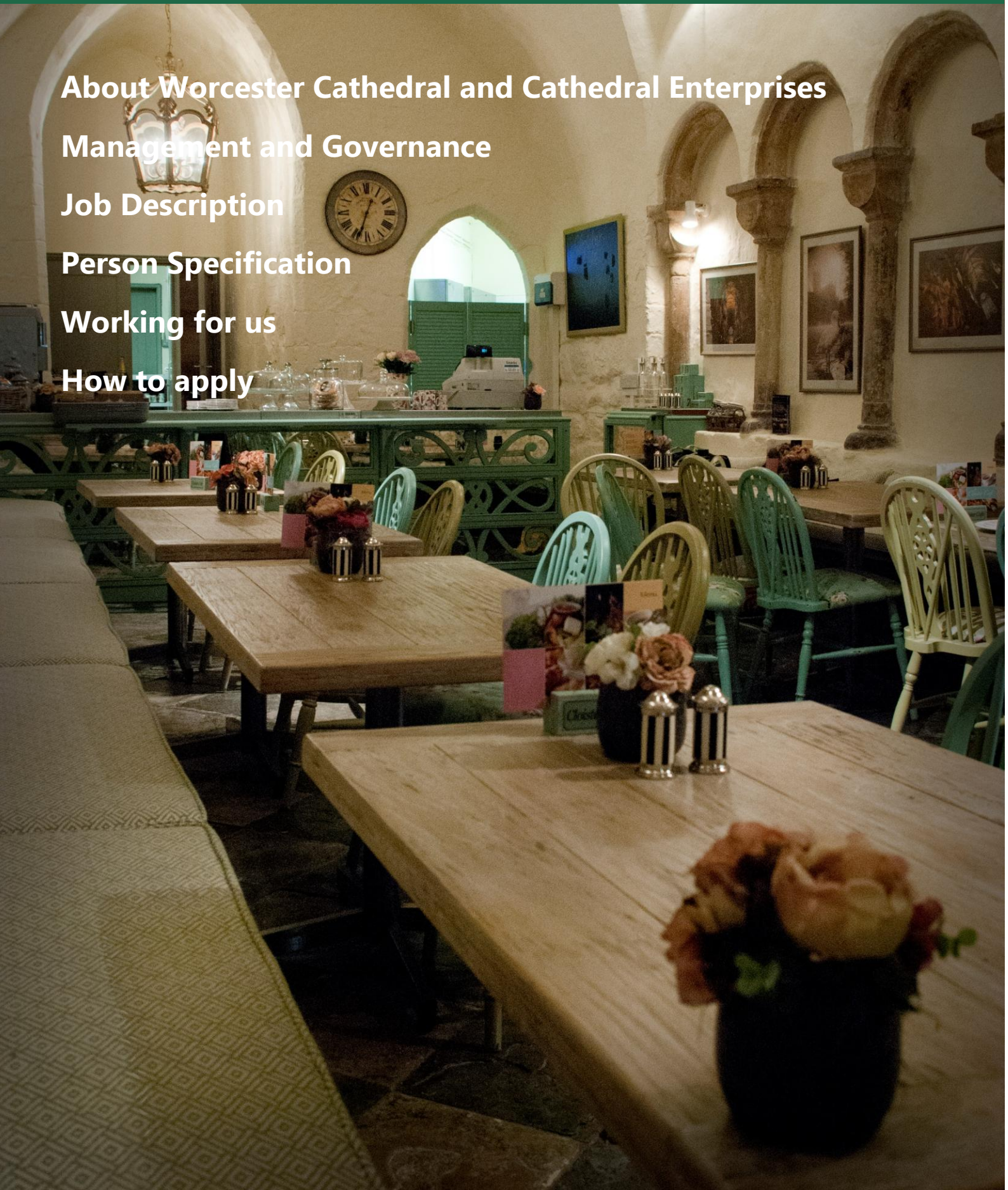
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# About Worcester Cathedral



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in

existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

Cathedrals are unique and wonderful spaces, providing welcome and inspiration to pilgrims, visitors and future generations. They are integral to their local communities (never more so than during the coronavirus pandemic) but also recognised nationally and globally as key heritage sites.

Our Cathedral community is diverse with over 70 staff and 200 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral and City to provide a warm welcome to our visitors, to promote learning about the history of the Cathedral, attend our many events and activities and to participate in the worship and music that is at the heart of our Cathedral.

Worcester Cathedral Enterprises Ltd is the trading company of Worcester Cathedral and comprises of both the Café and Shop. Generating funds for the Cathedral it is an important part of the Cathedral community.





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# Management and Governance

The governance of the Cathedral is the responsibility of the Chapter, which comprises residentiary canons and lay canons with professional expertise and is chaired by the Dean. The Chapter is responsible for strategy, oversight and financial sustainability and meets monthly. Under the current Constitution and Statutes, there are four main committees that have delegated tasks from Chapter, including the Safeguarding Committee, the Finance Committee, the Congregational Committee, and the Nominations Committee. In addition, there are other standing groups, such as the Fabric Advisory Committee (required under the Care of Cathedrals Measure).

The Senior Executive Group (SET) is responsible for the day-to-day management of the Cathedral, operating under the oversight of the Chapter to further the objects of the Chapter and to implement its strategic and operational aims, vision and priorities. Together with the COO through this meeting the Dean and Residentiary Canons exercise their executive role in the leadership of the Cathedral through their supervision and encouragement of senior members of staff. In addition, a Senior Management Group (SMG) comprises of the wider team of senior lay staff and clergy in their executive functions. This group is concerned with management, delivery, and collaboration and provides a forum for sharing current work and looking ahead to forthcoming activities and projects.

The Cathedral is blessed with a committed and skilled workforce, who are deployed to such diverse functions as welcome, events management, education, worship, finance, fundraising, stonemasonry, estates management and maintenance, music, communications, library collections and archaeology. In addition, the Cathedral's central function also supports the retail and catering operations of Worcester Cathedral Enterprises Ltd and the management of St Oswald's Hospital almshouse.



# Job Description

<b>Job title:</b>	Catering Assistant (casual)
<b>Department:</b>	Café
<b>Reporting to:</b>	Catering Manager
<b>Hours of work:</b>	Variable
<b>Salary:</b>	£14.25 per hour (includes rolled-up holiday pay)

## Main duties and responsibilities:

- To ensure the Café operates effectively and provide a friendly and welcoming service to visitors.
- To be part of a team, providing excellent customer service to visitors, including taking orders, serving customers, operating the till, preparing food and drinks, clearing tables and washing up.
- To stock up on provisions, including drinks, counter stock, table supplies, and other goods as required.
- To working within health and safety, food hygiene, and other relevant legislation, keeping appropriate records where required.
- To carry out cleaning tasks to ensure the premises are kept clean and tidy during and after each shift.
- To work flexibly as required, including supporting functions and weekends.
- To ensure that all safeguarding and health and safety processes are followed, and that care is taken to ensure safety for self and colleagues, reporting any concerns immediately.



# Job Description

## Health & Safety

Under the Health and Safety at Work Act 1974, you must take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on Health and Safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

## Safeguarding

The Cathedral is committed to safeguarding and promoting the welfare of children and adults at risk who visit our premises and precinct. All staff and volunteers are expected to actively demonstrate a commitment to a culture of safeguarding by:

- Understanding and adhering to cathedral safeguarding policy and procedures.
- Maintaining professional boundaries and demonstrating behaviour that prioritises safety and wellbeing.
- Taking responsibility for identifying and promptly reporting and safeguarding concerns in line with the policy and procedures.
- Undertaking safeguarding training and fulfilling any specific safeguarding duties required in their role.
- Actively contributing to an environment where everyone feels safe, valued and empowered to raise concerns without fear of reprisal.

Cathedral ID badges must be worn at all times while on duty. Badges are for use by the named individual only.



# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage, or those which the job holder can be trained to do.*

<b>PERSON SPECIFICATION</b>		
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	Good standard of education, including Maths and English at GCSE	Relevant catering qualification e.g. City and Guilds  Food Hygiene qualification
Experience	Previous experience working in a catering setting  Experience of working to health and safety legislation  Experience of working in a customer facing setting, ensuring accessibility and high-quality standards  Experience of working in a small team and evidence of being a strong team member	Experience of working with a range of customers, providing high-quality functions  Experience of handling a till, cashing up, and maintaining basic records
Skills	Excellent time keeping and ability to manage own time effectively  Ability to work unsupervised and take responsibility for ensuring basic tasks are completed  High standards of cleanliness and hygiene	



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# Person Specification

	Excellent communication skills Excellent customer relationship skills and understanding of visitor's needs	
Personal Qualities	Ability to work flexibly where required, including some weekends and occasional evenings	Knowledge of and curiosity about Christian Faith An appreciation of the unique place of cathedrals in the Church of England





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# Working for us

## **Salary**

The salary is £14.25 per hour.

## **Working Patterns**

This post is a casual position so working hours are variable.

## **Annual Holidays**

The hourly rate listed above includes an allowance of 12.07% in lieu of holiday pay.

## **Staff discount**

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.





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# How to apply

To apply for the post of Casual Catering Assistant, please send an application form and an EDM form to [jobs@worcestercathedral.org.uk](mailto:jobs@worcestercathedral.org.uk)

Alternatively, you can post them to:

Jodie Brookes  
People Administrator  
The Old Palace  
Deansway, Worcester  
WR1 2JE

The closing date for the job is Friday 15<sup>th</sup> May 2026 at 5pm.

Please note that applications are reviewed and interviews may be arranged on a rolling basis, so we encourage you to apply early. We reserve the right to close the vacancy early prior to the advertised closing date.

Should you have any queries about this post, please don't hesitate to contact Maria Scialacomo (Catering Manager) at [mariascialacomo@worcestercathedral.org.uk](mailto:mariascialacomo@worcestercathedral.org.uk) or 01905 732933.





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[www.worcestercathedral.co.uk](http://www.worcestercathedral.co.uk)



Worcester Cathedral is fully committed to Equal Opportunity policies.