

Information for Candidates

Catering Assistant

Summer Season 2026
Part time, fixed term or casual
zero-hours contracts available

1. About the Foundation

The Henry Moore Foundation was established by one of the great sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At the Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection; and to support the development of sculpture through our grants programme. We have bold ambitions that require us to capitalise on our assets in order to achieve these aims.

The Foundation is overseen by a Board of Trustees, but day to day management is delegated to the Senior Management Team. We employ around 70 people on permanent contracts across its two sites, but this number rises to over 100 employees during the visitor season at Henry Moore Studios & Gardens. We are also fortunate to be supported by some 50 volunteers each year.

All of our people are encouraged to uphold our core values: Generous & Inclusive, Respect & Value, and Visionary & Creative.

2. Henry Moore Studios & Gardens, Perry Green

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in *Hoglands* with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation, where the grants programme and other central services, including HR, are based.

Visitors to Henry Moore Studios & Gardens can experience Moore's home and studios and enjoy his monumental bronze sculptures sited in the natural environment as he preferred. We have 72 acres of beautiful countryside estate, from natural meadows and woodland to formal gardens, where visitors can appreciate Moore's work.

Perry Green is home to the Henry Moore collections consisting of over 12,000 objects, including monumental bronzes, wood and stone carvings, maquettes drawings, graphics, tapestries and textiles. We organise a busy programme of national and international loans and exhibitions each year, introducing Henry Moore to thousands of people worldwide.

3. Principal Aims of Role

Catering Assistants work closely with the Catering Supervisor on the day-to-day operations of the Visitor Centre café, ensuring it meets a high level of cleanliness and food hygiene standards, as well as providing excellent and efficient customer service.

4. Responsibilities

- Maintain high levels of customer service
- Maintain a safe working environment with a high level of cleanliness in accordance with food hygiene health and safety regulations
- Take and fulfill orders at the till, including preparing hot beverages and food
- Using the POS system, processing payments, cash handling and assisting with till reconciliations
- Ensuring that all spaces are always presented to the highest possible standards in terms of cleanliness, tidiness and the presentation of visitor information and supplies
- Ensure café displays are well presented and regularly replenished
- Contribute wholly to team effort across the Visitor and Engagement department
- To assist with preparation of food and beverages for group bookings and small events

5. Person Specification

The following experience, skills and attributes are essential to fulfil this role. These criteria will be used to shortlist potential candidates so, when completing your application form, please give examples of these skills and experiences:

- Experience of working with the public in a busy environment
- Experience of handling and reconciling cash
- Food Hygiene Level 2 certificate, or willingness to undertake training
- The ability to remain calm and to make decisions with support from the Café supervisor as required
- The ability to demonstrate initiative and act responsibly at all times
- A commitment to good communication and team working
- A commitment to high standards of customer care and presentation
- Energetic and enthusiastic
- Must have a pleasant, helpful and optimistic attitude and the ability to form strong working relationships across a variety of the Studios and Gardens functions
- Flexibility in working hours to cover shifts including weekend working

Additionally, we expect all employees at HMF to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort
- Visionary & Creative: forward thinking, enthusiastic, keep learning, inspire and engage others

6. Line Management

Catering Assistants are managed by the Visitor Services Manager and in their absence report to the Visitor Services Coordinator.

7. Further Information

HMGS is open Wednesday to Sunday plus Bank Holidays (which are paid at time and a half). Remuneration package:

- £13.45 per hour – including paid breaks
- Annual leave – based on 28 days leave per annum (including bank holidays) pro rata, that is 12.07% of worked hours
- Time and a half for bank holidays
- Employer's pension contribution of 3% paid for eligible job-holders

8. Application Process

If you are interested in this opportunity, please return your completed application and equal opportunities monitoring forms (no CVs please) to HR at recruitment@henry-moore.org

We value a diverse workforce and welcome applications from all sections of the community and under-represented groups.

Closing date: 9 February 2026, 9:00