

Job Description

Job Title	Kitchen Assistant
Department	Commercial
Reporting to	Café Supervisor
Hours	12 hours per week: Friday and Saturday
Contract	Fixed term one year - maternity cover

Summary

The Kitchen Assistant is responsible for preparing hot and cold food according to our daily menu and event requirements. This will include producing a variety of homemade meals, cakes and sandwiches. They will also provide support to the Cafe team by assisting in all aspects of the Café operation when required.

Job Role

Kitchen:

- Ensure that all food is prepared to a high standard, in a timely manner and to the appropriate agreed standard for the daily menu and events
- Produce and bake a variety of homemade cakes and scones to an exceptional standard
- Handle, store, label and rotate all products and cooked/raw food correctly according to hygiene regulations
- Maintain high standards of food hygiene and complete all relevant records
- Ensure that stock rotation and temperature checks are carried out and recorded accurately
- Ensure sufficient stock and provisions are ordered for the Café or event
- Maintain good communication with the Café front of house staff
- Ensure that high levels of cleanliness and hygiene are met at all times

Café

- Serving customers with excellent customer service and accurate cash handling skills
- Ensure the Café and counter areas are prepared for daily service
- Provide Barista style service of hot and cold drinks
- Take customer orders and serve food at the counter

Events

- Working with the Events Coordinator ensure that the event has been set-up according to the stated requirements on the event form, assisting with the event when required
- Check the event folder on a regular basis to ensure that sufficient stock is ordered in advance of the event

General:

- Carry out all duties in compliance with Food Hygiene and Health and Safety legislation
- Carry out any other tasks that may be assigned to you in line with this role

Competencies

Essential

- Previous experience of working in a busy catering environment
- Experience of preparing and presenting food to a high standard
- Experience of producing a variety of homemade cakes and scones – ‘star baker’
- Outstanding customer service skills
- Self-motivated and able to work on own initiative and with minimum supervision
- Excellent organisational skills
- Flexible and reliable
- Previous experience of assisting with events/functions
- Ability to work unsociable hours; weekends and evenings
- Working knowledge of Word, Excel and Outlook
- An awareness of food hygiene and health and safety practices

Desirable

- Barista trained
- First Aid qualification
- Level 2 Food Hygiene in Catering qualification
- A willingness to undertake any training if necessary