



JOB DESCRIPTION

1. JOB DETAILS	
Job Title:	Kitchen Assistant
Reports to	Chef
Direct staff reports:	None
Staff managed:	None
Working Pattern:	Part-time 26.5 hours per week, Wednesday to Sunday. NB May include Bank Holidays
Salary:	£14,607 p.a. (£10.60 per hr)
Approved:	21.04.23

2. Main Job Purpose
To help the Chef with general kitchen duties at The George, ensuring that high standards of hygiene and cleanliness are maintained at all times.
3. Main Job Duties and Responsibilities
<ul style="list-style-type: none">• To wash, peel and prepare food ingredients using mixers, knives, cutters and other standard kitchen utensils and equipment• To assist the Chef with plating up and serving of food, ensuring that customer orders are processed quickly and efficiently• To assist with serving food in the Café during busy periods, clearing tables and removing waste after use• To wash pots and utensils and load and unload the dishwasher, ensuring a constant supply of clean crockery and cutlery to the Cafe• To thoroughly clean kitchen work surfaces at the end of the day, tidying kitchen storage areas and ensuring that utensils are safely stored after use.• To work effectively alongside volunteers, supporting and assisting them and helping the Chef and Cafe & Development Manager to build up a reliable and enthusiastic team• To assist the Chef in ensuring that kitchen equipment such as ovens and mixers are regularly serviced and well maintained,• To check the kitchen inventory regularly and advise the Chef if items need to be ordered• To assist the Chef in processing food deliveries, checking orders and transferring items to storage areas.• To adhere strictly to Health and Safety regulations and essential food hygiene and safety protocols• To carry out regular fridge checks and take action if required.• Ensure food displays are regularly checked and replenished.• Assist in the preparation of food for special functions and hosted events• Work alongside The George team to ensure that the Café is presented at its best each day.

<p>4. General Responsibilities</p> <ul style="list-style-type: none"> • To support and promote the values of NoSCBS as a community business • To understand and adhere to agreed NoSCBS policies and procedures • To promote equality, diversity and inclusion • To fulfil responsibilities with regard to Health and Safety and Safeguarding • To participate in training, development and appraisal • To actively seek opportunities to gain further knowledge, skills and experience to meet the developing needs of the business • To complete any other reasonable task delegated by the Chef, Café Manager and/or NoSCBS
<p>5. Key Performance Indicators</p> <p>Adherence to food hygiene standards and protocols Safe preparation of food and beverages Efficient processing of customer orders</p>
<p>6. Key relationships (internal and external)</p> <p>Internal Cafe Manager, Cafe colleagues, Volunteers, NoSCBS Committee members.</p> <p>External Customers, suppliers, the local community.</p>

PERSON SPECIFICATION

Job Title:	Kitchen Assistant
Date completed	21.04.23

Factors	Competence level required	Essential/ Desirable
Experience	Experience of assisting chefs/cooks in a commercial or residential environment	Desirable
	Experience of team working in a customer-facing environment	Essential
	Basic food prep experience	Essential
	Baking, pastry-making, bread-making	Desirable
Knowledge / Qualifications	Catering qualification	Desirable
	First Aid qualification	Desirable
	Food Hygiene Level 2	Desirable
Skills/Abilities - Interpersonal	Ability to follow instructions and processes	Essential
	Good communication skills, having the ability to explain menu ingredients and options to colleagues and customers	Essential



	Ability to deliver excellent customer service	Essential
	Numeracy and literacy	Essential
	Ability to work quickly and efficiently under pressure	Essential
	Attention to detail, thoroughness, consistency	Essential
	Flexibility	Essential
Skills/Abilities – Other	Food presentation skills	Desirable
Working requirements	Working 5 out of 7 days including weekends. May include Bank Holidays	Essential
Equality, Diversity and Inclusion	A willingness and ability to work with people from a wide variety of backgrounds and groups	Essential
	A good and empathetic understanding of equality and diversity	Essential