

Job Description

Job Title: Kitchen Assistant

Job Reference : KA/07/21

Salary : 23+ yrs. £9.55 p/h | 21 to 22 yrs. £9.00 p/h | 18 to 20 yrs. £7.50 p/h | 16 to 17 yrs. £5.50 p/h

Hours : Zero hour contract

Direct Supervisory Responsibility for: None

Indirect Supervisory Responsibility for: Delivery Supplier personnel, contract workers

Important Functional Relationships:

Internal: M.D, Hotel Manager, Health & Safety Manager, Restaurant & Bar Manager & Team, Conference & Events Manager & Team, Sales & Marketing Personnel.

External: Service & Equipment contractors, suppliers of goods and services, guests and members of the public.

Reports to: Head Chef, Senior Sous Chef, Sous Chef, Chef de Partie, Commis Chef

POSITION SUMMARY:

The position of Kitchen Assistant is to support the Head Chef and Sous Chef ensuring that the day to day cleaning and tidying of all food areas is completed, and that all deliveries are checked in and stored in the correct places.

This position calls for reliability and the ability to work using your own discretion and the skill and ability to consistently achieve standards of hygiene and cleanliness.

The position requires a flexible approach to a variety of shift patterns and includes breakfast shifts and weekend shifts including bank holidays, Christmas and New Year.

Main Responsibilities / Key Accountabilities:

- To undertake duties as set you by the Head Chef and senior Chefs.
- To actively be an integral part of the Kitchen team.
- To participate in the efficient smooth running of the Kitchen.
- To ensure that all statutory elements of health and hygiene are followed as directed and maintain the premises in a safe and healthy condition and to a high standard.
- To comply with the safe storage and control of any potentially harmful materials and chemicals used within the department and ensure that such materials are appropriately marked and signposted.
- To comply with all aspects of the departments risk management, including ensuring all necessary risk assessments are followed and the necessary checks and cleaning are completed to meet all audit requirements as directed.
- To comply with the safe and efficient operation of all kitchen equipment.

- To be aware of and adhere to applicable hotel rules, regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection).
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the hotel.

Planning and Organisation:

- To ensure the food preparation areas are maintained in a clean and hygienic manner during and following food preparation and service.
- To maintain the kitchens and equipment as laid down in the cleaning schedules.
- To be responsible for washing utensils and dishes and ensuring that they are stored appropriately
- To be responsible for checking of deliveries and supplies in the absence of a senior chef or as directed.

Decision Making and Use of Judgement:

To ensure that main kitchen and function kitchen are kept to a high standard of cleanliness to maintain a 5-star food hygiene rating

Essential Internal and External Relationships:

- Create and promote a good working atmosphere in the kitchens and within other departments.
- Work and co-operate with other F&B team members to ensure that any foods being served to our customers is to the laid down standards.

EMPLOYEE SPECIFICATION

POST TITLE: Kitchen Assistant

	Essential (Insert below those skills, knowledge, education and experience that you have identified as essential)	Desirable (Insert below those skills, knowledge, education and experience that you have identified as preferred but not essential)	How Identified (Insert below how you will identify if they have these essential or preferred qualities)
SKILLS:	Attention to Detail Positivity Ability to Work Under Pressure Self-Motivated Good Verbal and Written Communication Skills Exceptional Customer-Service Skills	Good Organisational Skills Problem-Solving Skills Accuracy and speed	Reference's Aptitude testing Practical assessment
EDUCATION / KNOWLEDGE:	Health and safety certificate	Restaurant Industry Knowledge preferred	Certificates
EXPERIENCE:	Worked in kitchens before but not necessary	Previous Hospitality/Commercial Kitchen Experience	Reference's Verification of employment history