



Kitchen Assistant Kingswood Job Description



Job Title: Kitchen Assistant

Reports to: Head Chef / Catering Manager

Location: Allocated Centre

Band:

Salary: £9.50 ph

Department: Catering

Job Purpose

- Support the smooth running of Catering services and standards that drives Centre's delivery and achievement of the highest levels of guest satisfaction and ensures achievement of costs in line with budgets.
- Assist in the preparation and provision of meals ensuring compliance with relevant Health & Safety and Food Hygiene requirements.
- To fully support and exemplify the overall company purpose and values of – *'Keep it Simple'; 'Know your Stuff'; 'Give it your all'; 'Make it Fun' and 'Own it'*

Key role responsibilities and accountabilities

- Participate in the preparation, cooking and serving of main meals, snacks, cakes, etc. in accordance with specified menus.
- Assist in washing and cleaning of floors, crockery, utensils, work surfaces and other kitchen equipment. Maintain hygiene and health and safety standards in the kitchen/dining room as appropriate.
- Ensure that the appropriate clothing, including head wear, is worn at all times.
- Co-operate fully with the statutory inspections and implement recommendations as appropriate.
- Maintain sanitation, health, and safety standards in work areas.
- Wash, cut, and prepare foods designated for cooking.
- Clean, stock, and restock workstations and display cases.
- Carry out regular checks of kitchen equipment e.g. mixers, fryer, utensils, work surfaces in accordance with specified procedures to ensure all equipment is hygienic and in safe working order and complies with relevant regulations.
- Undertake simple stock control, reporting goods to be ordered to the relevant senior staff to ensure adequate supplies are maintained.
- Take direction from Cooks and Catering Manager regarding tasks to be completed
- Ensure all tasks as required by the daily cleaning schedule are completed

Safety:

- To understand and comply with the Company's safeguarding policy.

Typical knowledge, skills and experience

- Previous experience working in a kitchen providing meals for large numbers.
- A positive attitude and commitment to providing nutritious meals
- The ability to form positive relationships with colleagues.
- Basic Food Hygiene Certificate would be advantageous
- Understands and able to apply Health and Safety procedures relevant to the job such as:
 - Manual Handling
 - Safe use of machinery and/or equipment
 - COSHH
 - First aid and hygiene practice
 - Lone working procedures and responsibilities

Behavioural competencies

Broad Thinker

Evaluates the commercial and financial implications of decisions, considering the wider People and operational context. Shows evidence of clear analytical thinking. Evaluates the full implications of actions on other parts of the business. Thinks outside of the 'functional silo'. Stays up to date with customer trends, identifying opportunities and threats at an early stage.

Honesty and Transparency

Asks for feedback from the Organisation on how to improve. Meets the needs of internal customers, by supporting and engaging when required. Takes personal responsibility for correcting problems and demonstrates good recovery from complaints. Gives open and honest feedback at all levels even when it's difficult. Meets and exceeds internal customer expectations. Is open honest and transparent even when things go wrong.

Innovative & Adaptive

Challenges people to find ways of improving what is done. Asking those critical questions to challenge, 'How we do things'. Encourages and supports development of new processes and procedures. Works productively in a high pressure environment.

Welcomes change in a positive light, supporting their teams to embrace new ways of working.

Leading & Collaborating

Initiates action and provides others with clear direction. Challenges inappropriate or ineffective behaviour.

Works with subject experts to get the best possible solution. Takes responsibility for actions. Is self-confident and is seen as credible and a go to person by others. Welcomes new ideas and ensures everyone has a voice.

Developing Performance

Keeps own knowledge and skills up to date practicing continuing professional development. Delivers results through teams and people. Actively seeks to stretch capability and scope of responsibilities. Challenges and sets, 'Stretching' goals for their team, providing feedback on performance and behaviours. Addressing under performance at the first opportunity.

Communicating

Is sensitive to non-verbal cues, to other people's feelings and emotions, and responds with sensitivity. Communicates openly and freely with colleagues and teams to ensure that they can see the big picture. Successfully persuades and influences others.

Presents information in a way that engages and motivates the audience. Is self-aware and changes style to suit the relevant audience.

This job description is not to be regarded as exclusive or exhaustive and does not form part of the roles contract terms. It is a summary of the Recruitment Coordinator function and responsibilities and, like all such documents, will be amended from time to time, in the light of the changing need of the Peoples Team. Prepared by The People Team December 2020.