



job description

Job title: Assistant Chef

Reports to: Catering Manager/Head Chef/Chef

Job purpose:

To assist with preparation and service of food under the direction of the Chefs/Head Chef or Catering Manager.
Provide a high level of customer service to everyone dining at PGL,

Key responsibilities:

1. To prepare and serve food following PGL standards

Be able to prepare and/or cook/regenerate, without supervision some elements of PGL menu, in line with dish specification, time frame and Catering Standards, as follows:

- Breakfast items such as (bacon, sausages, beans, mushrooms, porridge, hash brown, etc.)
- Soups such as tomato, mushroom & vegetable, etc.
- Cold and hot fillings for sandwiches/jacket potatoes
- Make sandwiches and salads on request
- Freshly made bread as required
- Cooking sauces such as tomato and cheese
- A range of salads
- Side meals such as potato & vegetable, etc.
- Monitor and replenish meals on the service counters or salad bar as per instructions from Line Manager
- Customer service - maintain high levels of professional and polite communications with all
- Actively seek to develop cooking and delegation skills to support the team to provide safely the best food and service
- Demonstrate knowledge of portion control

2. To follow PGL health and safety, comply with all statutory company regulations and policies

- Adhere at all times to Food Safety, Health & Safety and PGL Catering Standards
- Maintain high standards of cleanliness and hygiene within catering department at all times
- Demonstrate understanding of allergens within PGL menus
- Deal competently with dietary requirements, as instructed by Line Manager
- Complete Kitchen Diary correctly and in a timely manner.
- Follow stock rotation procedures

3. Personal development in catering knowledge and centre life

- Seek to learn and improve skills (cooking, customer service, effective communication, Health and Safety, etc) to meet current requirements and company standards.
- Develop understanding of line management of others through completing the Leadership & Management Programme
- Attend training courses as agreed with your Line Manager
- Actively be part of the team, within and outside of catering department



job description

4. Assist with centre specific duties associated with a residential children's activity centre

- Assist in other departments as required (Catering, Housekeeping and Maintenance).
- Assist at other centres across the PGL estate as required.
- Residential staff may be required to cover an overnight on-call Duty Manager shift on a rota basis



person specification

Job title: Assistant Chef

Reports to: Catering Manager/Head Chef/Chef

Key competencies:

| Competency statement | Competency Area |
|--|---------------------|
| Creates a positive impression of the Company when dealing with customers | Customer Focus |
| Is approachable and shows care and empathy for the feelings of others | Team Working |
| Understands the impact of own behaviour on others | Team Working |
| Uses appropriate verbal and non-verbal language | Communication |
| Chooses the appropriate method of communication considering the needs of the audience | Communication |
| Makes timely decisions based on immediate information, prior knowledge and previous experience | Decision Making |
| Prioritises tasks effectively to ensure priority items are completed | Managing Self |
| Actively seeks opportunities to develop own skills and knowledge | Managing Self |
| Complies with all relevant policies and procedures | Commitment & Values |
| Is consistently punctual for work | Commitment & Values |
| Demonstrates appropriate and professional behaviour at all times | Commitment & Values |

Relevant experience:

| | Essential | Desirable |
|---|-----------|-----------|
| Experience of working in catering environment with similar volumes | | ✓ |
| Experience of delivering high level of customer service | | ✓ |
| Experience of working with strict procedures, paperwork & admin systems | | ✓ |
| Have excellent organisational skills and be able to work under pressure | | ✓ |
| Have good people and liaison skills | ✓ | |
| Positive approach to team working and problem solving | ✓ | |

Relevant skills and qualifications:

| | Essential | Desirable |
|--|-----------|-----------|
| Level 2 Award in Food Safety in Catering | | ✓ |

Additional Information:

Right to Amend The company reserves the right to amend the job description in consultation with the member of staff to reflect changes in the role.

Safeguarding of Children Due to the nature of this role, PGL are required to obtain satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which PGL will pay for. Additionally, all PGL staff will



person specification

need to have received two satisfactory references prior to starting employment. You have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with PGL.