

**Job Description & Person Specification**

**Kitchen Assistant**

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| Job Description | |
| Job Title: | Kitchen Assistant |
| Pay Grade / Scale / Range: | NJC point 3 |
| Benefits & Perks: | TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme; Healthcare scheme |
| Working hours: | Variable dependent upon designated baseSee advert for details |
| Location: | New Bridge PathwaysYou may be required to work at any site of the New Bridge Group |
| Special circumstances: | Some out-of-hours working required at busy times. |
| Staff responsible to: | Catering Manager |
| Staff responsible for: | None |
| Accountable to: | CEO |
| Probationary period: | 26 weeks for new staff to the organisation |

**Kitchen Assistant**

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| **Purpose of the post**  To work as part of a professional catering team to provide high quality school dinners to the students and staff. To operate as front of house and maintain food hygiene standards.  To assist with the preparation and serving of all meals and beverages  ensuring that the kitchen and service areas are clean and tidy.  Ensuring health and safety regulations are followed. |

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| **Main Duties and Responsibilities**   * Working in the ‘front-of-house’, serving food and beverages including breakfast club. * Maintaining positive student relationships at all times. * Setting up dining areas as per the catering manager's instructions * Clearing tables and ensuring that the dining area is cleared during service and tidying up undertaken. * Performing basic food preparation and plating tasks, which include washing, peeling and cutting fruit and vegetables, seasoning and slicing meats, and preparing sauces, salads and sandwiches * Carrying out general washing up duties in the kitchen * Preparing the kitchen for the serving of meals in accordance with good practice * Ensuring kitchen hygiene standards are maintained at all times to the levels required by the manager and in line with food and hygiene standards * Cleaning the kitchen, surrounding areas and equipment to ensure the kitchen cleanliness is maintained at a high level * Using cleaning materials and chemicals in accordance with COSHH training * Regularly checking kitchen equipment e.g. mixers, fryer, utensils, work surfaces are in accordance with specified procedures to ensure all equipment is hygienic and in safe working order and complies with relevant regulations * Ensuring safe operation of utensils and kitchen machinery in accordance with appropriate training * Ensuring all tableware and cutlery are properly cleaned and sanitised before each use * Assisting with deliveries and the safe storage of stock, stock control and stock taking activities * Stock taking and stock rotation of all grab and go items and store room, refrigerated and frozen items. * Attending training courses as required and assist in the training of other catering staff as directed |

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| Standard Duties  * To take a pro-active approach to health and safety, working with others in the kitchen to minimise and mitigate potential hazards and risks, and actively contribute to the security of the cafe, e.g. challenging a stranger on the premises. * To implement and uphold the policies, procedures and codes of practice of the Group, including relating to customer care, finance, GDPR, ICT, health & safety, anti-bullying and safeguarding/child protection. * To understand the importance of inclusion, equality and diversity, both when working with customers, students and with colleagues, and to promote equal opportunities for all * To improve own practice through training, observation, evaluation and discussion with colleagues * Recognise own strengths and areas of expertise and use them to support others. * To work across the New Bridge Group if required. * To undertake any other additional duties commensurate with the grade of the post. |

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| **Contacts**  Service users, clients, students and colleagues |

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| **Responsible to:** | Catering manager |
| **Responsible for:** | Not applicable |

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| **Special Conditions:**  **An enhanced Disclosure and Barring Service (DBS) check is required for this post** |

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|  | DATE | NAME | POST TITLE |
| PREPARED | August 21 | SSH  DWD | HR Manager  Executive Director |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

PLEASE NOTE: Governors/Trustees will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Trustees satisfaction) will be invited to interview.

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | **Literacy, numeracy and ICT skills; equivalent to minimum Level 1 of the National Qualification & Credit Framework** | Food Hygiene Certificate  First Aid certificate | AF / I |
| **Experience** | **Experience of working in a front facing customer service role**  **Evidence of contributing to the day-to-day smooth running of a commercial kitchen**  **Experience of a range of catering/kitchen-based duties, including serving and basic food preparation**  Experienced user of kitchen equipment |  | AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | **Excellent customer service and communication skills**  **The ability to remain calm in a busy and pressurised environment**  **The ability to stay calm and composed while dealing with customers particularly in difficult situations**  **The ability to complete tasks accurately and carefully with an attention to detail**  **Ability to organise own work load, prioritise and deliver on time**  **The ability to work in a team, and escalate problems as necessary**  **The ability to understand written instructions/information.**  **The ability to accurately account for monies and payments received**  **High standards of personal hygiene**  **Hard working and physically capable of undertaking the manual aspects of the role**  **Willingness to participate in further training and developmental opportunities offered** |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | **Understand and be 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   **Understanding of how safeguarding and confidentiality are important when working with children and young people** |  | AF / I  AF / I |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview**