

Job Description

Job title: Kitchen Assistant/Kitchen Porter
Reporting to: Operations Manager
Contracted hours: Zero-hours (Friday – Sunday)

Remuneration:

Age 23+	Age 21-22	Age 18-20	Age 16-17
£9.70	£9.30	£7.00	£5.00

Key Purpose

The Kitchen Assistant will help towards the smooth running of the kitchen. They will be responsible for ensuring the highest standards of cleanliness and hygiene, both in working methods and personal hygiene, making sure that the food and equipment in the kitchen is always hygienic and in the right place. They will also help to prepare food ready for use and may be involved in some cooking.

Main responsibilities and duties include:

- Work as part of a team to ensure the smooth running of the kitchen
- Clean and sanitise the café and kitchen equipment, floors, fridges, coffee machine, and all work surfaces to ensure good hygiene at all times
- Clear tables and café floor area as required
- Restock the counter regularly
- Ensure that the food is cooked and stored in hygienic conditions
- Assist suppliers to unload deliveries, checking off incoming food deliveries, unpacking and storing food correctly to comply with health and safety
- Ensure new stock and old stock are rotated and check use-by dates
- Advise management of low stock levels
- Operate the commercial dishwasher and glass-washing machine, loading and unloading when required
- Hand wash kitchen utensils/pots/pans/dishes and storing appropriately
- Ensure that the kitchen is cleaned and sanitised at the end of every shift
- Collect and dispose of waste keeping refuse areas tidy and ensure the removal of all rubbish on time
- Follow all relevant hygiene, Health & Safety procedures/Safe Working Practice H.A.C.C.P. & C.O.S.H.H
- Carry out any other general cleaning duties as and when required
- Always comply with the organisation's Security & Confidentiality policy, ensuring the highest levels of information security, data protection and confidentiality
- Undertake any other duties of a similar nature related to this post that may be required from time-to-time

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

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Essential

- Relevant experience working within a Kitchen Porter role
- Good communication and listening skills
- Basic knowledge of Health & Safety including COSHH and HACCP
- Reliable and flexible and able to keep calm under pressure
- Ability to multi-task and work in a fast-paced kitchen
- A positive attitude and able to take instruction
- A high standard of personal hygiene and appearance
- Ability to work on own initiative as well as part of a team
- Must be resident in the UK and eligible to work.
- Ability to work flexible, unsocial hours including bank holidays, evenings and weekends.

Desirable:

- Valid Food Hygiene certificate or willingness to gain
- NVQ Level 2 (or equivalent) in food preparation and cooking
- First Aid Certificate