

Kitchen Assistant / Servers
Job Description & Personal Specification

Overview

Centre:	King's Park Conference Centre
Position:	Kitchen Assistant / Server
Reporting to:	Catering Manager
Hours:	20 hours/week (including evenings and weekends according to business needs)
Role Type:	Permanent contract
Overall Purpose:	To assist and help the Catering Manager and catering team during operational shifts and service as well as keeping the kitchen & dining room clean and tidy. To ensure that all work is prepared and executed to the highest standard and that all food safety and working regulations are adhered to.

Job Description

- To provide support to both the Catering Manager and Chefs during food preparation, service and clean down as required
- To follow instructions and procedures as requested by the Catering Manager and Chefs
- To assist with the acceptance of food deliveries and check off to confirm items
- To ensure that all kitchen areas are cleaned to a high standard, and all refuse is cleared at the end of each shift as required
- To ensure that all access areas in the kitchen are safe for operation
- To follow all health and safety policies as set out by management
- To aspire to attain Food Safety Hygiene Level 2
- To assist and to follow all periodic deep cleaning schedules as set out by the Catering Manager
- To set up and prepare tables and ensuring dining room is ready for guests
- To assist serving food to the guests as requested by the Catering Manager and Chefs
- To help clearing and cleaning the serving points, tables, dining room and be responsible for the washing up
- To ensure that tea and coffee points are ready for guests and tidy throughout
- To ensure food hygiene regulations are met within our dining room and food service

Personal Specification

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to follow instructions • Excellent verbal and communications skills • Team player • Knowledge of kitchen hygiene • Ability to prioritise workload 	<ul style="list-style-type: none"> • Previous kitchen experience
Experience	<ul style="list-style-type: none"> • Working in a busy environment 	<ul style="list-style-type: none"> • Customer Service
Education/Qualifications	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Level 2 Food Hygiene
Other	<ul style="list-style-type: none"> • Reasonably fit • Flexibility with working hours 	<ul style="list-style-type: none"> • N/A

This job description dates from August 2021 and may be subject to review at any time as deemed necessary.