

**Kitchen Assistant / Servers – Zero Hour**  
Job Description & Personal Specification

**Overview**

<b>Centre:</b>	King's Park Conference Centre
<b>Position:</b>	Kitchen Assistant / Server
<b>Reporting to:</b>	Catering Manager
<b>Hours:</b>	Zero Hour (including evening and weekends according to business needs)
<b>Role Type:</b>	Zero-hour contract
<b>Overall Purpose:</b>	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
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to follow instructions</li> <li>• Excellent verbal and communications skills</li> <li>• Team player</li> <li>• Knowledge of kitchen hygiene</li> <li>• Ability to prioritise workload</li> </ul>	<ul style="list-style-type: none"> <li>• Previous kitchen experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a busy environment</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Service</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Food Hygiene</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Reasonably fit</li> <li>• Flexibility with working hours</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

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