**Kitchen Assistant – Part Time**

Job Description & Personal Specification

**Overview**

**Centre:**  King’s Park Conference Centre

**Position:** Kitchen Assistant – Part Time

**Reporting to:** Catering Manager

**Hours:** 15 Hours (including evening and weekends)

**Role Type:** Permanent, Part Time, Shift Work

**Overall Purpose:** To provide assistance to the Chefs and Catering Manager during operational shifts and service. 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 the kitchen is cleaned and all refuse is cleared at the end of the shift as required
* To ensure that all access areas in the kitchen is 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 ensure food hygiene regulations are met within our dining room and food service

**This job description dates from Dec 2019 and may be subject to review at any time as deemed necessary.**

**Personal Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Skills** | * Ability to follow instructions * Excellent verbal and communications skills * Knowledge of kitchen hygiene * Ability to prioritise workload | * Previous kitchen experience |
| **Experience** | * Working in a busy environment | * Customer Service |
| **Education/**  **Qualifications** | * N/A | * Level 2 Food Hygiene |
| **Other** | * Reasonably fit * Flexibility with working hours | * N/A |