



Kitchen Assistant

Job Description and
Person Specification



Job Description – Kitchen Assistant



Summary

The Kitchen Assistant supports the efficient running of a busy kitchen providing three nutritious meals each day to a large residential accommodation for groups of up to 39 children and their accompanying adults. As an important part of the house team, the person in this role will work closely with the Kitchen Manager to ensure the needs of resident groups are met and that the highest standards of nutrition, food quality, food hygiene and health and safety are maintained. We pride ourselves on being able to cater for a full range of dietary needs and cultural differences.

This role will have regular and direct contact with our visiting children and adults, welcoming them upon arrival, supporting their induction into the house and maintaining a warm and friendly relationship throughout their stay.

Responsibilities and Accountability

- Support the Kitchen Manager in preparing and cooking a high quality, nutritionally balanced, varied and healthy menu of homemade meals for all visitors and staff
- Ensure that all food standard requirements, food storage, record keeping and the highest health and safety and hygiene standards are maintained at all times in the kitchen, including taking responsibility for the management of this when the Kitchen Manager is not on duty
- These duties are not exhaustive, and you will be required to undertake other duties outside of this job description as required, as directed by the management team

Person Specification – Kitchen Assistant

Knowledge and Experience

Essential

- Willingness to be trained in all aspects of food hygiene, safety and management and cooking
- A friendly and supportive colleague who fosters collaborative relationships across the charity and seeks opportunities to share knowledge and learn from others
- Self-driven, with the ability to plan, prioritise, manage time effectively and work as part of a team
- Calm under pressure

Desirable

- Experience of working in a kitchen environment
- Level 2 training in Food Hygiene
- Certified training in catering or a related discipline