

## LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

<b>Post Title:</b>	Kitchen Assistant	<b>Post Number:</b>	FE1003F
<b>Daily Supervision:</b>	Head Chef	<b>Grade:</b>	£9.50 per hour + holiday pay
<b>Department:</b>	The Drill	<b>Last Updated:</b>	May 2022

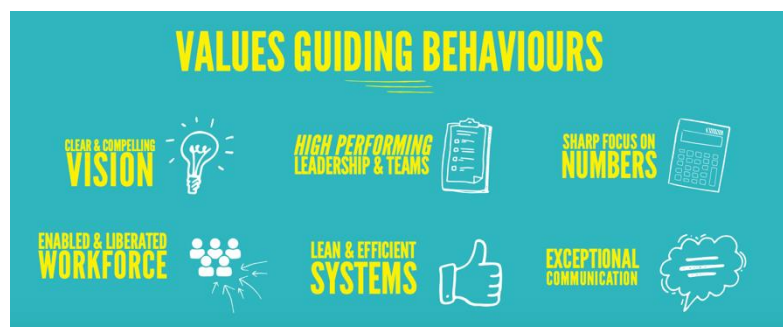
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

The Drill has a new exciting opportunity for a Kitchen Assistant working at The Drill' Limelight restaurant supporting the kitchen team.

As a Kitchen Assistant you will be responsible for making sure the kitchen is clean, tidy and well maintained at all times. You will have a sound awareness of Health and Safety and Food Hygiene rules and regulations and work in a manner which complies with them at all times. You will be responsible for upholding the highest standards in terms of food quality and the effectiveness and efficiency with which you produce food items. You will be expected to work in a professional manner, being flexible, dynamic, proactive and enthusiastic and will have sound communication skills to ensure internal and external guests receive outstanding service.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain high levels of personal hygiene and immaculate presentation.
- Work well within the team, communicating effectively with all necessary team members to ensure guests receive the highest level of products and service within good time and to ensure all preparation, closing down and other associated tasks are completed effectively and efficiently.
- Prepared to work some evenings and weekends where required to support the business demands.
- Receive instructions courteously, showing respect to your superiors and fellow Colleagues.
- Keep the kitchen and grill area tidy and clean, using the 'clean as you go' approach to be more effective and efficient.
- Provide a courteous and efficient service to all external guest that you come into contact with, offering assistance/advice where it might be welcomed.
- Be prepared to work as part of a team as well as on your own at times.
- Communicate with managers, Box office team and waiting staff with regards to special requests and preparation times of specific foods that have been ordered, always in a patient and courteous manner.
- Check supplied goods arrive in the right condition and that they match the order Placed, check off delivery invoices against goods ordered, if anything arrives that is not in good condition or was not ordered is sent back and a recorded.
- Be willing to cross-train, developing skills that enable you to work in other departments when necessary and being prepared to assist in other departments when required.
- Pay attention to detail at all times.
- Take reasonable care of your own health, safety and welfare and that of other people who may be affected by your actions or omissions.
- To adhere to health and safety laws, food hygiene regulations and our internal health and safety policies and procedures.
- Any other duties that are reasonably requested within the scope of the job-role.
- Any other duties that are reasonably requested by the management to ensure guest care and health and safety standards are not compromised in the event of unforeseen circumstances, such as un-notified absence of other staff members.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	Basic food hygiene certificate.	A/I
2	Up to date knowledge of recent food hygiene legislation.	A/I
3	Up to date knowledge of health and safety legislation.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Ability to prepare food from fresh ingredients to a high standard.	A/I
5	Ability to communicate orally and in writing.	A/I
6	Ability to work in a fast-paced environment.	A/I
7	Ability to work in a non-discriminatory manner.	A/I
8	Ability to contribute to and function effectively as part of a team.	A/I
9	Ability to deal with situations as and when they arise in a safe and logical manner.	A/I

	Experience	PSM
10	Experience within a similar catering environment.	A/I
11	Recent and relevant commercial catering experience.	A/I

	Work Related Circumstances	PSM
12	Ability and willingness to undertake relevant staff development.	A/I
13	Ability and willingness to work additional hours / occasional additional days/occasional holiday cover.	A/I

	Skills/Abilities - Other	PSM
14	Ability to communicate well with all types and ages of people.	A/I
15	Appropriate level of IT skills to undertake relevant duties, i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A/I
16	Ability to work quickly and effectively.	A/I
17	Awareness of the College's safeguarding policy.	A/I

<b>Prepared By:</b>	Craig Gollin
<b>Date:</b>	May 2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test