

## JOB DESCRIPTION – KITCHEN ASSISTANT

<b>TITLE:</b>	Kitchen Assistant
<b>REPORTS TO:</b>	Chefs
<b>SALARY:</b>	National Living Wage
<b>HOURS:</b>	Full time hours available, 5 days within a 7 day week rota
<b>SUPERVISION/LINE MANAGEMENT OF:</b>	N/A
<b>PRIMARY ROLE:</b>	To provide a welcoming, friendly and exemplary catering service to the customers of Occombe Farm.
<b>MAIN RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Assist the Head Chef by cooking and preparing agreed menus</li> <li>• Ensure food preparation stations are to a high standard</li> <li>• Assist with health and safety responsibilities, ensuring that all kitchen processes and the kitchen itself meets requirements in relation to food hygiene, allergens, dangerous equipment, etc.</li> <li>• Assist with determining food inventory needs, stocking and ordering</li> <li>• Work alongside kitchen and customer service staff as a valued and efficient team member</li> </ul>
<b>OTHER:</b>	<ul style="list-style-type: none"> <li>• Some lifting, using equipment, exposure to varying noise levels.</li> </ul>

## TORBAY COAST AND COUNTRYSIDE TRUST

## Person Specification KITCHEN ASSISTANT

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	N/A	H&S training Customer Service NVQ Catering NVQ
<b>EXPERIENCE</b>	N/A	Previous catering experience Previous customer service experience
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Basic food knowledge</li> <li>• Basic health and safety understanding</li> </ul>	Food hygiene Allergen COSHH
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent customer care skills</li> <li>• Communication skills</li> <li>• Organisational skills</li> <li>• Ability to work as an effective team member</li> <li>• Numerate</li> <li>• Attention to detail</li> </ul>	Operating tills Barista skills
<b>DISPOSITION</b>	<p>Personable and friendly with a flexible approach to work. You will have a passion for inspiring people and delighting our visitors.</p> <p>You will act as an ambassador for Occombe Farm.</p>	

**Torbay Coast & Countryside Trust**

Registered Charity No: 1077561 Company Reg No: 03757410 Vat Reg No: 945 6807 85

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**Torbay Coast & Countryside Trust** is a local independent conservation charity that cares for over 1,700 acres of Torbay's most beautiful natural spaces including Occombe Farm, Cockington Country Park, Berry Head National Nature Reserve and a host of tranquil bluebell woods, flower-rich meadows, traditional farmland and stunning coastal cliffs and pathways.