

**Job Title:** Kitchen Assistant

**Location:**

**Line Manager:** Head Chef

**Key Communications:**

- Departmental Head
- Other Departmental Heads
- Own Team
- General Manager
- Customers

**Job Purpose / Summary:**

- To support the Head Chef in ensuring the efficient and effective running of the kitchen.
- To ensure and maintain standards of cleanliness relating to the working areas and equipment in the kitchen, complying with company standards and legal requirements.

**Core Accountabilities & Performance Indicators**

These indicators are what the Company can expect to see when the role is being performed to the required standard.

To ensure high standards of cleanliness and service are achieved in all designated areas.	<ul style="list-style-type: none"> <li>• To maintain the standards of cleanliness of all materials passing through these areas to company policy. These areas of responsibility will include: Machinery; Cooking equipment; Crockery and cutlery; Pots and Pans; Floors and tiles; Refrigerators and Storage areas.</li> <li>• To ensure sufficient material for the performing of cleaning duties are collected from the stores.</li> <li>• To dispose of rubbish into area outlined by the Head Chef and to maintain standards of cleanliness in these areas.</li> <li>• To ensure that you are correctly dressed, adhere to high personal hygiene standards.</li> <li>• Ensure all standard checklists are used as prescribed.</li> <li>• To maintain a professional working relationship with the food service team.</li> </ul>
To understand the impact of effective cost control while undertaking the role.	<ul style="list-style-type: none"> <li>• All maintenance issues reported immediately following the correct procedure.</li> <li>• To demonstrate an understanding of the need to control operating costs and energy conservation to the hotel and company standards.</li> <li>• Cleaning chemicals are used as directed, to achieve desired results and reduce wastage.</li> </ul>
To comply with all Food Safety standards.	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
To ensure that a good level of product and local knowledge for guests when requested.	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
To ensure co operation and compliance with all legislation relevant to your role in the business.	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>

**Competency Framework for a Kitchen Assistant**

<b>Adaptability</b>	<ul style="list-style-type: none"> <li>• Flexible</li> <li>• Responds to change positively</li> <li>• Calm under pressure</li> <li>• Thinks ahead</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Is clear and Open</li> <li>• Encourages other to share ideas</li> <li>• Keeps others well informed and up to date.</li> </ul>
<b>Creativity</b>	<ul style="list-style-type: none"> <li>• Looks for fresh ideas</li> <li>• Turns good ideas into realistic solutions</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Can act on own initiative</li> <li>• Accepts responsibility for own actions</li> <li>• Applies knowledge and experience.</li> </ul>
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> <li>• MORE TEXT ON FULL RESOURCE</li> </ul>
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting Company and guests' needs is required by all employees.

I confirm that I have read and agree that this Job Description, explains the main duties of my job.

Signed: \_\_\_\_\_ (Job Holder)

Print Name: \_\_\_\_\_ (Date): \_\_\_\_\_

Signed: \_\_\_\_\_ (Line Manager)

Print Name: \_\_\_\_\_ (Date): \_\_\_\_\_