

THE PICKAQUOY CENTRE
POST OF CAFÉ KITCHEN ASSISTANT

JOB DESCRIPTION

HOURLY RATE:	£5.10 (ages 14 - 16) £5.61 (at age 17) £8.01 (at age 18+)
NO. OF HOURS:	As and when required
DATE PREPARED:	August 2018
RESPONSIBLE TO:	Hospitality and Events Manager
RESPONSIBLE FOR:	Not applicable

PRINCIPAL FUNCTIONS: **Overview**
Your role will be to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

You will be expected to undertake kitchen duties in an efficient manner, in order to exceed customers' expectations. You must be a conscientious individual who is confident working as part of a team and alone.

Main Duties:

1. To prepare café menu items using standard facility equipment ensuring quality and efficiency in customer satisfaction.
2. To wash items such as pots, cutlery and crockery using correct procedures.
3. To assume responsibility for quality of products prepared and served.
4. To take responsibility for ensuring that your work area is kept to a high level of presentation, ensuring cleanliness and hygiene standards are upheld.
5. To ensure the neatness and cleanliness of the facility by sweeping, mopping, stocking shelves and removing rubbish.
6. To maintain the cleanliness of the café to meet or exceed Health Department standards for cleanliness, food handling and sanitation.
7. To exhibit and ensure proper hygiene and sanitary habits.
8. To receive delivered food stocks and supplies, verifying receipt of ordered items.
9. To ensure all stocks are correctly labelled, stored and the rotation process is adhered to.
10. To regularly perform temperature checks and report any variances to the appropriate personnel.

11. To properly maintain and use all equipment as per manufacturers and Pickaquoy specification.
12. To provide assistance to other employees to contribute to the best overall operation of the café.
13. To assist in the smooth running of the daily operations of the Centre ensuring that all tasks are undertaken in respect of Health and Safety requirements at all times.
14. To assist with emergency procedures ensuring the safety of staff and public.
15. To be meticulous in your personal presentation
16. To undertake any other duties as the management team may require.
17. The post holder may be required to work at other sites operated by The Pickaquoy Centre Trust.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Professional / Educational Qualifications – <ul style="list-style-type: none"> • To hold a Food Hygiene Certificate • To hold World Host certificate 		 ✓ ✓
Relevant work / other experience – <ul style="list-style-type: none"> • To have experience of working in a restaurant or kitchen environment 		✓
Skills and Abilities – <ul style="list-style-type: none"> • To have a good level of numeracy skills and experience of cash handling. • To be able to reach, bend and frequently lift up to 16kg • To be able to work in a standing position for long periods of time • To be able to see clearly (with or without glasses) to read, interpret and understand recipes, menus, food orders, delivery notes etc. 	 ✓ ✓ ✓ ✓	
Personal Qualities – <ul style="list-style-type: none"> • To have the ability and understanding to deliver outstanding customer service • To be able to communicate clearly with customers and colleagues whilst displaying an enthusiastic personality • To demonstrate ability and commitment to be an effective team member within a small, dynamic and innovative team 	 ✓ ✓ ✓	
Additional Job Requirements – <ul style="list-style-type: none"> • To be available to work on a rota system which will include early mornings, late finishes and weekends 	✓	