



Job Description

Job Title: Kitchen Assistant

Responsible to: Events & Marketing Officer / Chef

Salary: NMW depending on Wage Banding

Duration of post: Fixed term contract – 12 months initially, with continuation based on sustained income.

Hours: Monday to Friday, between the hours of 8am – 4pm, up to 37.5 hours per week. There will also be an occasional obligation to work evenings and weekends for events/functions, but times will be varying so flexibility will be required. (As much advance notice will be given to ensure flexibility).

Bridges is a place where we build bridges between people and connect individuals with local activities, services and projects. In doing this Bridges enables the people of Monmouthshire to live happy, healthy and fulfilled lives, maximising their potential and building positive connections with each other and other organisations.

Job Purpose:

Our kitchen assistant has an essential role at the very heart of our catering team. Your support to the chef ensures that we deliver high quality catering to the café as well as private events. As kitchen assistant, you play a vital role in maintaining food hygiene and operational standards of cleanliness. With the scope to learn from a highly qualified chef this is an outstanding opportunity to grow your career in the catering industry. *No experience necessary as full training will be given.*

Main Duties:

- Assisting with the preparation of food items i.e. washing, peeling and chopping.
- Assembling and plating various dishes alongside, and with the supervision of the chef.
- Ensure the stores are well stocked, consumables are in use-by date and notifying the Chef of any shortage or replacements required.
- Clean the kitchen areas, surfaces, ensuring everything is safe and hygienic at all times with agreed cleaning rotas and schedules.
- Checking all kitchen equipment is in good order and reporting any faults to the Chef and Caretaking Supervisor.
- Assisting front of house staff with meal to table delivery when necessary.
- Setting up the catering spreads with attention to detail and clearing down as required.
- Washing up all crockery, dishes, pans and utensils etc. used in the course of the day.
- Responding promptly and professionally to any customer comments or complaints.
- Upholding the highest standards of health and safety, cleanliness and professionalism and use your own initiative to respond quickly to issues or challenges that may arise when you are on duty.
- Act as a role model for volunteers using the building, inspiring them to engage in the Services and understand and appreciate the practicalities of running a catering operation.
- Assist in the loading and unloading of fresh supplies, including organising the stock room/cold stores.
- Checking sell-by dates and rotating food stock.
- Clearing away and restocking the areas with crockery, cutlery etc.
- Ensure that the floor area is clean and free of grease or spillages at all times and wash floor area daily.
- Assist in keeping up to date and accurate records for compliance with health and safety regulations, such as temperature monitoring, cleaning records, food storage, waste management and equipment maintenance records.
- Understand and comply with statutory and legal requirements such as HACCP, Health & Safety, COSHH and Environmental Health.
- Must have, or agree to complete the necessary training such as Certificate in Food Safety Level 2 training, Allergen Awareness, COSHH and Emergency First Aid at Work.

Other Duties:

1. To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To attend meetings and training as required.
3. Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.
4. In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Manager in addition to those shown above.

Skills Required:

(Evidenced by qualifications, application and previous experience)

1. Organisational Skills - Ability to assist in organizing and preparing ingredients for cooking.
2. Teamwork - Collaboration with chef, front of house staff, manager and a willingness to assist in various tasks to ensure the smooth running of the kitchen.
3. Time Management - Ability to work efficiently in a fast-paced environment and ability to manage multiple tasks and ensuring they are completed within deadlines.
4. Communication Skills - Clear communication with kitchen staff and management. Ability to follow instructions from chef and the manager.
5. Physical Stamina - Endurance for standing for extended periods and performing physically demanding tasks. To include lifting and carrying heavy items, such as supplies or kitchen equipment.
6. Attention to Detail - Precision in measuring and portioning ingredients and in cleaning and maintaining kitchen equipment.
7. Customer Service Skills - Friendly and approachable demeanour, including ability to interact with customers when required.
8. Knowledge of Health and Safety Regulations - Understanding and adherence to health and safety regulations in the kitchen. Awareness of potential hazards and taking preventive measures.
9. Basic Numeracy Skills - Ability to measure and portion ingredients accurately.
10. Basic Cooking Skills - Understanding of basic cooking techniques and ability to assist in the preparation of simple dishes.
11. Initiative - Taking initiative to complete tasks without constant supervision and proactively assisting in various kitchen activities.

Personal attributes:

1. Ability to work in a self-managed way
2. To be flexible to meet the demands of the role
3. Highly professional approach to all tasks
4. A willingness to learn and help where required.

Other Requirements:

- A right to work check and a DBS (Cost covered by Bridges) may be required prior to starting within the role.

The Application Process:

If you would like to apply for this post, please complete the '**application form**' on Bridges Centre's website.

Please send your completed application by email to amy.mcdougall@bridgescentre.org.uk or by post to:
Amy McDougall (HR Administration & Support Officer)

Bridges Centre, Drybridge House, Wonastow Road, Monmouth, NP25 5AS

The closing date for all applications (by post or email) is 4pm on Friday 24th January 2025.

Please note; it is not our company policy to provide feedback to candidates who have not been shortlisted for interview.