



# South Somerset District Council

## Role Description

**Role Title:** Kitchen Assistant

**Location:** Octagon Theatre and Westlands Entertainment Venue, Yeovil

**Job Family:** Customer Focussed

**Hours of Work:** Casual, as and when required

**Reports to:** Chef / Chef & Catering Manager

**Supervisory Responsibilities:** None

**Grade:** £8.67 per hour plus holiday pay

**Allowances:** None

## Main purpose

The Catering Team is responsible for providing a superior catering service to all our customers at Westlands Entertainment Venue and The Octagon Theatre.

This includes the supply of the following services:

- Provision of hot, cold and alcoholic drinks together with snacks from venue bars and service counters
- Restaurant and pre-show dining at our venues
- All day café bar service including the provision of hot food at Westlands
- Conference, meeting and function catering
- Full banquet service for up to 360 diners

This section supports the delivery of excellent customer service, enhancing the customer experience and reputation of the venues whilst contributing financially to the operation of the service.

## Key tasks

### Key Responsibilities

To assist in the efficient day-to-day running of the kitchen, including involvement in food preparation, service and clearing down. To serve customers whilst providing the highest standards of customer care and ensuring that hygiene regulations are complied with.

### Core Tasks

- To assist the Chefs in the preparation of food and related items as required at our venues, striving to exceed customer expectations.



# South Somerset District Council

- To work in an orderly and methodical way, ensuring that all equipment and food preparation areas are kept clean and tidy.
- To ensure that all food prepared is to the required consistent standard, including portion control and high standards of presentation.
- To undertake daily cleaning and temperature checks as directed.
- To undertake clearing down and wash up as required.
- To ensure the kitchen is left clean and tidy at the end of every session and ready for the next shift, including switching off equipment and machinery.
- To assist with the preparation and service of hot drinks and snacks for meetings and conferences.
- To assist with direct customer service for hot buffets or similar, presenting a welcoming and friendly approach.
- To dispose of waste appropriately, including the separation of waste types for efficient recycling wherever possible.
- To maintain and look after any supplied uniform and any other council property, adhering to required uniform standards.
- To refer any issues or complaints that cannot readily be resolved to the Chef in charge or Duty Manager.
- Undertake additional duties commensurate with the role that may reasonably be required.

## Health, Safety & Hygiene

- To maintain high standards of personal hygiene that are required for working in a food preparation environment at all times.
- To maintain an understanding of current food hygiene regulations and to carry out all tasks in accordance with best practice in line with Safer Food, Better Business.
- To assist with the maintenance of accurate records, such as temperature checks and cleaning schedules.
- Report damaged or broken items promptly to the Chef in charge, ensuring that any item that poses a hazard is made safe immediately.
- Comply with all relevant health and safety procedures, licensing conditions, council policy and other applicable legislation, reporting any problems or concerns immediately to the Chef in charge.

## Finance & Stock Control

- To assist with the putting away of stock and deliveries; ensuring stock rotation and appropriate labelling is adhered to, that the quality and quantity of goods is up to expectation and that any concerns are reported to the Chef in charge.
- To minimise wastage, but where this is unavoidable, to ensure that wastage is recorded in the wastage book and the Chef in charge is informed.

This Role Profile is not a definitive statement of your contractual obligations and could be subject to change.

## Key Results

- Efficient and timely service of customers
- Clean, tidy and well-ordered kitchen



# South Somerset District Council

- Availability of food and beverage goods and services
- Positive customer feedback

## Additional Notes

- The post holder will be required to work anti-social hours, including evenings, weekends and bank holidays.



## Personal Specification

### Professional and educational qualifications

Essential	Desirable
	<ul style="list-style-type: none"><li>• Numerate and literate to GCSE level or equivalent</li><li>• City &amp; Guilds Basic Food Hygiene Level 2 (or equivalent)</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Positive, enthusiastic and approachable</li><li>• Honest &amp; Reliable</li><li>• Smart appearance</li><li>• Good team worker</li><li>• Good communicator</li><li>• Passion for delivering to plan</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a busy kitchen environment</li><li>• Experience of working in a customer focussed environment</li><li>• Able to understand the needs of others</li></ul>

### Key Skills

Essential	Desirable
Ability to work on own initiative	
Ability to work under pressure	
Ability to communicate effectively	
Good prioritisation and time management	

### Knowledge

Essential	Desirable
	Knowledge of safe manual handling procedures
	Knowledge of Food Safety & Hygiene
	Knowledge of CoSHH regulations and cleaning with chemicals