CASTLEBRIDGE HOSPITALITY

KITCHEN ASSISTANT

Maintain the highest standards of cleanliness in all kitchen areas by following established procedures each day set by the Head Porter or Chef. To assist in the food preparation when required. To display efficient working practices and ensure all the kitchen, utensils, cookware, crockery are properly cleaned in a timely manner and to insure records are signed and filed away with the Sous Chefs and Head Porters.

Department:	Kitchen
Reports to:	Head Chef

DUTIES & RESPONSIBILITIES

- To assist in the preparation of food as may be required from time to time.
- To competently and efficiently clean the kitchen and follow the cleaning schedules set and record as required.
- To have a positive mentality and can-do attitude.
- To work the sections, pot or plate washes to the best of your ability insuring the up most cleanliness at all times.
- To assist in ensuring a high level of Health & Safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
- To assist in the par stock ordering for cleaning equipment and chemicals.
- Be aware of COSHH regulations and use of PPE.
- Assist in stock taking and storage of stock, including checking deliveries.
- To carry out any other reasonable duties within the overall function of the job.
- Familiarise yourself with Company Values which link to the desired behaviours that we expect all our employees to display.
- Must attend all H&S, Fire and Food Safety Training as directed by designated Line Manager.
- Ensure that while you undertake your role you abide by the Health and Safety at Work Act 1974 and safe system of work appropriate to your role.
- Ability to work as part of a diverse team with colleagues from different viewpoints, cultures and countries.

QUALIFICATIONS & REQUIREMENTS

- Basic reading, writing and math skills.
- Some food preparation experience or training preferred.
- Level 2 in Health & Safety.
- Level 1 or 2 in Food Hygiene.

This job requires the ability to perform the following:

- Carrying or lifting items weighing up to 50 pounds / 23 kilograms.
- Standing up and moving about the kitchen.
- Handling food, objects, products and utensils.
- Bending, stooping, kneeling.

Other:

- Communication skills are used frequently when interacting with the other cooks, wait staff and supervisors.
- Reading and writing abilities are used often when preparing meals from a recipe, when assisting in the scheduling of the kitchen staff, or when monitoring inventory.
- Mathematical skills, including basic math, percentages, quantities, and variances are used frequently.
- Ability to comply to local laws regarding food handling or serving of alcohol.

The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Employee Name (Print)	**Employee Signature**	**Date**