

## **JOB DESCRIPTION**

**Job title:** Kitchen Assistant and Pot Wash

**Salary:** Flexible depending on experience

**Hours of work:** Around 20 per week, more for summer months - evenings and weekend work

**Base:** The Wellbeing Farm

**Reporting Arrangements:** Chef

**Managerially Accountable to:** Managing Director / Head Chef

If you have an interest and enthusiasm for quality food and cooking and want to develop this interest, this is a great role for you.

You will support the Chefs in the kitchen preparing food, maintaining food hygiene standards, ensuring that high levels of cleanliness and kitchen hygiene are maintained at all times.

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## **DUTIES AND RESPONSIBILITIES**

1. To work with the Chef in preparing and cooking food, ensuring all food is creatively and attractively presented at all times. You will be enthusiastic and passionate about food, All of our meals will be prepared from scratch using the freshest locally sourced ingredients.
2. To be responsible for the operating of the dish washer in the kitchen and ensuring proper storage of equipment and utensils.
3. Training will be provided so you are aware of all procedures including health and safety, food hygiene / kitchen hygiene regulations. Ensuring a high level of health, safety, cleanliness and food hygiene in the kitchen, and that safe working practices are followed. This will include monitoring the refrigeration, freezer and service counter temperatures and cleaning the kitchen.
4. Assist in stock taking and storage of stock, including checking deliveries.
5. To ensure that the highest level of customer service is maintained by all and customers are happy and comfortable at all times.

**As The Wellbeing Farm is a small business, all employees must be flexible with their duties; from time to time you will be asked to participate in tasks that are not in your**

**job description. This can include cleaning, reception work, looking after animals, administration work, etc.**

**This job description will be subject to periodic review and amendment in accordance with the needs of the organisation.**

**All employment will be subject to a three-month probationary period.**

**Health, Safety and Security:**

- It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety and licensing regulations.
- While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the wellbeing of themselves or of any other person.

**Training:**

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend an induction and all mandatory training sessions as required by the organisation.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

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Date Prepared: 27<sup>th</sup> May 2021



## PERSON SPECIFICATION

The person specification sets out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements that the post holder needs to perform the job to a satisfactory level.

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	Essential	Desirable	Method of Assessment
<b>Qualifications</b>			<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Kitchen experience</li> <li>• Previous experience of working in a catering environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A smile says it all - excellent communication and interpersonal skills</li> <li>• Highly organised</li> <li>• Dynamic with an eye for detail</li> <li>• Enthusiastic to create a positive work experience</li> <li>• Well presented</li> <li>• A 'can do' attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Passionate about good quality food and provenance</li> <li>• Passionate about environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A genuine interest in great good cooked with fresh, seasonal produce and knowing what makes great food</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of catering systems.</li> <li>• Food hygiene standards</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>• Driving licence</li><li>• Shifts will vary according to business demands</li></ul>	<ul style="list-style-type: none"><li>• Access to a car</li></ul>	
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