



Kitchen/Catering Assistant

JOB DESCRIPTION

- Job Title:** Kitchen/Catering Assistant
- Location:** The Bradbury Centre, Youens Way, Liverpool L14 2EP or any other site as required by Bradbury Fields
- Reports to:** Chef/Catering and Events Manager
- Hours of Work:** 16 – 20 hours per week on a rota (plus overtime when required to cover staff sickness and holiday)
- Salary:** £12.60 per hour

Equality and Diversity Statement

Bradbury Fields is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Bradbury Fields' Equality and Diversity Policy.

Job Purpose

- To assist with the daily running, preparation and delivery of catering services to all visitors to the site.
- To support the Chef to ensure standards including food hygiene, customer service and health and safety are maintained.

Direction

- To ensure that Health and Safety, cleaning, food preparation and till procedures are adhered to where appropriate
- Ensure dishes and crockery are washed to a high standard
- To support the Chef and undertake preparation of food as directed
- Be on-site as functions demand (payment will be made for additional hours worked)
- Ensure thorough cleaning of all catering areas
- To undertake daily monitoring, cleaning and recording of temperatures of refrigeration units
- To serve customers in our Bistro and ensure they are dealt with in a friendly manner
- Responsible for upholding high standards of food hygiene
- To be responsible for stock control when restocking
- Cash handling and using electronic tills, ensuring accuracy at all times

PERSON SPECIFICATION:

Knowledge, Skills and Experience

- Previous experience of working in a busy kitchen
- Ability to take direction from Chef/Line Manager
- Experience of ordering supplies and stock control
- Qualifications in Food Hygiene
- Ability to work as an individual and part of a team
- Willingness to learn new processes

Organisational

- Act in accordance with all policies and procedures of Bradbury Fields – local services for blind and partially sighted people
- Attend and actively participate in Team Meetings

General

A member of staff performing this role:-

- Shall be competent to perform their role, shall remain competent to perform their role and shall undergo a regular review of their competence
- Shall accept appropriate supervision based on their skill and knowledge levels
- Such other duties as may be required and are consistent with the duties and responsibilities of the post
- Enhanced DBS disclosure essential

Additional Duties

It is the nature of the work that tasks and responsibilities are, in many circumstances, unpredicted and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks which are not specifically covered by their job are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility becomes a regular and frequent part of the employee's job, it will be included in their job description after consultation with the employee.

Confidentiality

Working within this service, you may gain knowledge of confidential matters which may include personal and medical information about clients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed without prior authority. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Health and Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with Bradbury Fields in meeting statutory regulations. You are also required:-

- To attend statutory training as required to fulfil your duties
- To comply with safety instructions and Bradbury Fields' policies and procedures
- To use in a proper safe manner the equipment and facilities provided
- To refrain from wilful misuse of, or interference with, anything provided in the interest of health and safety and any action, which might endanger yourself and others
- To report as soon as practical any hazards and defects to your senior manager
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed
- To follow Liverpool Safeguarding Adults protocols

Probationary Period

All appointments are subject to a six-month probationary period. The probationary period may be extended should the need arise.