

JOB DESCRIPTION

Job Title **Kickstart** Kitchen Assistant

Responsible to: Catering Manager

Working Relationships: Other Catering Staff, other YMCA staff

Job Purpose

To assist the catering staff in all aspects of kitchen duties

Main Tasks

- To assist with the preparation of food.
- To keep the kitchen clean and follow the cleaning schedule, as directed by the Catering Manager.
- To wash / clean crockery, cutlery and utensils and ensure appropriate storage
- To ensure a high standard of personal hygiene is maintained.
- To be aware of Basic Health & Safety and Health & Hygiene Legislation
- To operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines
- To assist in the serving of meals
- To clear/ clean serving area/ tables when necessary
- To report any problems to the Catering Manager
- To work as part of a team

Other Tasks

- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- A commitment to the General Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area

- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA Trinity Group policies and procedures, with particular regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of YMCA

PERSON SPECIFICATION

| Knowledge | Essential | Desirable |
|--|------------------|------------------|
| Knowledge of Health and Safety, Environmental Health and Food Hygiene requirements | | • |
| Basic knowledge of COSHH | | • |
| Qualifications | Essential | Desirable |
| Food Hygiene Certificate | | • |
| Willing to gain an NVQ Level 2 in Catering qualification | | • |
| Experience | Essential | Desirable |
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| Skills & Abilities | Essential | Desirable |
| Ability to communicate clearly both verbally and in writing | • | |
| Ability to follow standardised work processes accurately and exercise judgement and initiative within designated areas of responsibility | • | |
| Basic IT skills | | • |
| Time management skills | | • |
| Ability to work with young people in a non-judgemental and non-discriminatory manner | • | |
| Personal Qualities | Essential | Desirable |
| Be calm and patient under pressure | • | |
| Take on tasks and see them through on one's own initiative | • | |
| Be absolutely reliable | • | |
| Sympathy with the Christian Aims and Purposes of the YMCA | • | |
| High levels of honesty, integrity and discretion | • | |