

YMCA TRINITY GROUP

JOB DESCRIPTION

Job Title	Kitchen bank worker
Responsible to	Catering Manager Catering Supervisor
Working relationships	Other catering staff Other YMCA staff Volunteers
Hours	Zero hours, as an when required
Salary	£9.78 Hour
Job purpose	<ul style="list-style-type: none">• To assist the catering staff in all aspects of kitchen duties.
Main tasks	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Any other jobs within the capabilities of the post holder.

The YMCA is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

PERSON SPECIFICATION

Skill	Essential	Desirable	Useful
NVQ Level 2 in Catering or Food Preparation and Cooking Level 2		✓	
Food Hygiene Certificate		✓	
Experience of cooking for large numbers	✓		
Experience of working to tight schedules and juggling competing priorities	✓		
Knowledge of Health and Safety, Environmental Health and Food Hygiene requirements	✓		
Basic knowledge of COSHH		✓	
Knowledge of issues facing service users		✓	
Ability to uphold and implement YMCA's values and core policies, including Equal Opportunities	✓		
Ability to communicate clearly both verbally and in writing	✓		
Have a non-judgemental, empathic attitude towards people experiencing difficulties	✓		
Ability to maintain confidentiality and professional boundaries in the workplace	✓		
Ability to follow standardised work processes accurately and exercise judgement and initiative within designated areas of responsibility	✓		
Ability to work to a brief and participate as a member of a team	✓		
Ability to adapt to change and undertake self-development and training	✓		
Ability to work flexible hours	✓		
Ability to develop an understanding and knowledge of the organisation and the variety of services provided.	✓		
Knowledge of Safeguarding and current legislation	✓		