

Dunstable Town Council

Community Services

JOB SPECIFICATION

Job Title: Priory House Kitchen Assistant

Department: Community Services

Responsible to: Priory House Catering Manager

Responsible for: No one

Main Purpose of Job

1. To assist the Priory House Catering Manager in the preparation of food for the Tea Rooms and to undertake the routine preparation of meals in the absence of the Priory House Catering Manager.
2. To support the Priory House Catering Manager in the development of the menu and assist with the production of the Priory Pantry range for resale.
3. Ensure the constant cleanliness of the kitchen area, glassware, crockery, cutlery, cookware and all kitchen utensils. Maintain the dishwasher carrying out the routine changes of solutions ensuring compliance with current Health & Safety legislation.

Main Duties

1. To assist the Priory House Catering Manager in the preparation of food for lunchtime meals.
2. Prepare and cook items from the menu, specials boards, Afternoon Tea and Priory Pantry range.
3. In the absence of the Priory House Catering Manager, undertake the routine preparation of meals, be the first point of call for Tea Room staff, liaise with Priory House Manager regarding any staffing issues and maintain the Petty Cash.
4. On occasions be responsible for opening and closing the building.
5. Assist the Priory House Catering Manager with the maintenance of stock levels for the kitchen and front of house and in the Catering Manager's absence, place stock orders under the supervision of the Priory House Manager.
6. To be accurate, reliable and trustworthy with cash handling.

7. Ensure that all dirty crockery, cutlery, glassware and cooking equipment is rinsed and loaded into the dishwasher, avoiding a build up of dirty items.
8. Ensure glassware and cutlery coming out of the dishwasher is properly dried and polished.
9. Support the Priory House Catering Manager in the maintenance of a daily check and cleaning schedule and the recording of relevant checks.
10. Ensure that the kitchen area is clean and tidy at the end of the day.

Person Specification

Essential

1. Demonstrable evidence of previous experience of working in a catering kitchen.
2. A high standard of personal hygiene.
3. Ability to work under pressure whilst displaying flexibility and a calm approach.
4. Ability to work methodically, paying attention to detail and on own initiative within the relevant menus and guidelines.
5. Ability to learn the menu requirements and to cover in the event of the absence of the Priory House Catering Manager.
6. To hold a current Basic Food and Hygiene Certificate at all times (if not currently held, the willingness to take a course immediately)
7. To hold a current Control of Harmful and Hazardous Substances Certificate at all times (if not currently held, the willingness to take a course immediately)

Desirable

1. Basic First Aid qualification.

Complexity and Creativity

This role will be responsible for assisting the Priory House Catering Manager to ensure that the Priory House Tea Room provides a high-quality catering service that operates as a profit centre for the overall Priory House operation.

Much of the work required for this job will be routine in nature and carried out under the supervision of the Priory House Catering Manager.

The work is kitchen based and all food preparation will be carried out in accordance with all prevailing health and safety legislation and in line with industry guidance on food hygiene.

The Priory House Tea Rooms is a six day a week operation, with occasional evenings and Sundays. The hours of this post are 27.5 hours per week. This is on a rota basis determined by the Priory House Catering Manager.

Judgement and Decisions

The Priory House Catering Manager will supervise the post holder and most judgements and decisions will be routine in nature.

The post holder is expected to use some initiative and problem-solving skills with regard to staffing levels in the absence of the Priory House Catering Manager but decisions will then be under the supervision of the Priory House Manager

Food preparation is in accordance with a set menu created by the Priory House Catering Manager although the post holder is expected to show some initiative in the preparation of soups of the day and savouries for Afternoon Teas in the absence of the Priory House Catering Manager.

Contacts

Internal - 90% - All Priory House staff

External - 10% - Priory House customers and suppliers