JOB DESCRIPTION

Job title: Kitchen Assistant

Reports to: Sous Chef, Senior Sous Chef, Head Chef

Department: Catering

Direct reports: N/A

Date: February 2019

JOB PURPOSE & GENERAL INFORMATION

The post holder will ensure excellent levels of cleanliness and food hygiene in all kitchen and food storage areas and with the support of the Head Chef and Sous Chefs the effective and efficient operation of food preparation in a number of Students’ Association catering outlets, cafes and bar/restaurants for student members and customers.

To follow the procedures for all kitchen orders, purchases and stocks effectively and accurately, ensuring that security of kitchen food stocks are a priority.

To comply with all current relevant legislation and licensing within the kitchen areas.

MAIN DUTIES AND RESPONSIBILITIES

Standards and Service
- To be responsible for the cleanliness and hygiene of the kitchen and storage areas to the standards set out by the Head Chef.
- To safely use all dangerous machinery, kitchen and cleaning equipment in accordance with Manufacturer’s instructions.
- To assist in the preparation of food as directed by chefs ensuring the standards of work is of the highest quality.
- To be aware of stock, delivery and rotation systems and adhere to these as required.
- To adhering to all appropriate Health and Safety, COSHH, Food Hygiene, licensing and fire regulations.
- To ensure all fridges, freezers and storage areas are kept clean and tidy, and all stock stored is in accordance with food hygiene regulations.
- To ensure that all kitchen utensils, crockery and equipment are kept clean at all times.
- To attend all Health & Safety and fire training sessions as and when required.
- To support the kitchen staff to ensure consistent excellent standards of food production, presentation and delivery to service in Students’ Association food outlets.
- To ensure standards in the kitchens are high enough to receive only highly positive feedback from any Environmental Health Officer inspection and also to meet ongoing standards set by the Catering Manager (and their Deputy).
- To ensure that the Head Chef & Sous Chef are aware of all aspects of the kitchens in Students’ Association catering outlets, and to attend regular team meetings.
- To take an active role in the regular department meetings, feeding information back, both verbally and in writing.
Human Resources

JOB DESCRIPTION & PERSON SPECIFICATION

**KEY RELATIONSHIPS**
- All Kitchen Staff & Catering Management Team
- Catering Team
- Bar Teams
- Business Support and Controls Department

**Other:**
- The Students’ Association’s overall vision is that ‘all students at Edinburgh should have the power to shape their own future and enjoy a vibrant and cohesive student community where everyone is valued and respected’. Our staff have an essential part to play in achieving this vision. Every staff member at the Students’ Association, wherever they work, has the same responsibility.
- A commitment to the delivery of the Students’ Association’s Strategic Plan through the implementation of departmental plan activities
- A positive and respectful attitude to all Students’ Association staff, its management, the organisation as a whole, and its members, clients and partners
- To ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students’ Association as an organisation.
- Adhere to and support Students’ Association’s Ethical, Environmental and Health and Safety policies and procedures
- A commitment to training and development of self and others
- Any other appropriate duties as reasonably required by your line manager, Departmental manger or Senior Management
## PERSON SPECIFICATION

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<tr>
<th>Job title:</th>
<th>Kitchen Assistant</th>
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<td>February 2019</td>
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**Person Summary:**
An enthusiastic, confident and competent person with relevant experience of working in kitchens maintaining the cleanliness of equipment and kitchen areas and preparing a basic range of foods.

A person with high expectations of themselves and others with the ability to maintain delivery at a consistently high standard.

### ESSENTIAL:

#### Knowledge and Experience:
- Demonstrable experience as in a similar role with relevant qualifications relating to the food and beverage industry.
- Basic food hygiene qualification.
- Experience of maintaining the cleanliness of equipment and kitchen areas.
- Experience of preparing food to suit a wide range of customers.

#### Personal skills and attributes:
- Good communication and interpersonal skills.
- Good organisational skills and the ability to prioritise.
- A demonstrable ability to cope with potentially stressful situations with a mature and calm disposition at all times.
- A willingness to learn new skills as required and undertake appropriate training.
- A good working knowledge of Health and Safety issues relating to food production, storage and delivery.
- Enthusiasm, self motivation, imagination and ambition.
- Flexibility in terms of hours worked/shift patterns.
- Good sense of humour and an understanding of how to be happy at work.

#### Other:
- A very positive attitude towards Edinburgh University Students’ Association and a strong desire to work for the organisation and to help to support future developments to reach consistent standards of excellence for the whole organisation.
- A strong commitment to delivering a genuinely world leading student experience for our student members as well as for our customers.
- A strong commitment to the values of the organisation and a desire to make a positive contribution to those values.
Shared Values:
Our core values are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students’ Association.
- Students first
- Home from Home
- A place for all
- Power to change

Shared Competencies:
- Communicating effectively
- Customer Focus
- Delivering results
- Initiative & Creativity
- Leading & Developing Teams
- Teamworking

For each of the above competencies, our competency framework describes the specific behaviors you need to demonstrate in this role. Within the competency structure, this is a Level 2 position.