



JOB DESCRIPTION

Job Title: Kitchen Assistant

Post Reference No: KA01

Reports to: Head Chef, Assistant Manager

Grade/Salary: £12.36 per hour for those aged 18+

Hours: This is a part time role, the hours will be on a rota basis and will include evenings, weekends and Bank/Public Holidays.

Status: Permanent, part time

Are you looking to improve your existing kitchen skills and take the next step in your career? Are you interested in becoming an essential part of the day-to-day operation of a busy pub/restaurant?

The Lulworth Estate are looking for a hardworking, enthusiastic individual to join us as a Kitchen Assistant at The Weld Arms, situated at the foot of historic Lulworth Castle.

This is a part time, permanent position with an immediate start and offers a fantastic opportunity to work within our hospitality team in this beautiful location. You will be required to work at lunch and/or dinner times, the hours will be on a rota basis and will include weekends and Bank/Public Holidays.

There is the opportunity to learn food preparation and development opportunities available for future career progression as part of this job role.

Main Tasks and Duties:

- Working with our busy kitchen team and Head Chef, assisting with food preparation and some cooking.
- Observing good food and personal hygiene standards when preparing food.
- Ensuring food storage and food equipment is maintained to a high standard of cleanliness.
- Ensuring all hygiene and fridge/hot food temperature records are kept in accordance with food hygiene requirements.
- Storing food and all kitchen items correctly and assisting in carrying out stock control and replenishment.
- Keeping the kitchen and outside areas clean, tidy, safe and hygienic at all times.
- Sweeping and mopping the floors during service and at the end of shift, emptying bins, pot-washing, using the dishwasher and carrying out general cleaning of the kitchen.
- Assisting with receiving and storing deliveries.
- Adhering to the company health and safety policy.
- Providing a high standard of customer service at all times when preparing food and dealing with customers.

Duties Expected of All Staff:

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.

- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> • Due to our remote location, staff should hold a full UK driving licence or be able to travel with ease to the location. 	<ul style="list-style-type: none"> • Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and Maths.
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • Basic knowledge of food preparation and cooking techniques. • Experience within a customer service environment. 	<ul style="list-style-type: none"> • Previous experience working in a kitchen or food service role.
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • The ability to work well in a fast-paced environment. • The ability to handle multiple tasks simultaneously. • Strong attention to detail and cleanliness. • Able to work independently and as part of a team. • Good level of physical strength and stamina. 	
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Excellent timekeeping. • Excellent communication and interpersonal skills. • A strong work ethic, taking pride in delivering excellent service. • A positive, can-do attitude. 	

Other	<ul style="list-style-type: none"> • Flexibility to work evenings, weekends and Bank/Public holidays when needed as well as covering any unforeseen rota changes. 	
-------	---	--

Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve.
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities.

Terms and Conditions:

- This is a part time, permanent appointment.
- The Contract of Employment will be based on the provisions of the Weld 1994 Settlement.
- The salary for this post will be £12.36 per hour for those aged 18+.
- Working Hours will be full time with flexibility to meet business needs.
- The annual leave entitlement will accumulate on a monthly basis pro rated to the hours you work each month based on 28 days (5.6 weeks) entitlement inclusive of public and Bank Holidays, to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 1-month Probationary Period with a review after 2 weeks.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their completed application forms to recruitment@lulworth.com.

We are not accepting CVs at this stage from Recruitment Agencies

The Closing Date for Applications: TBC.

Proposed Interview Date: TBC.

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Kitchen Assistant at the Lulworth Estate.

Signed:

Print Name (Block capitals):

Date: