

Job Description

Job Title:	Kitchen Assistant
Contract Type and Employment Period:	Permanent
Salary (FTE):	£3,415.36 per annum / £8.21 per hour plus competitive benefits
Hours of Work per week:	8 hours per week. Hours are over the weekend, daytime
Accountable to:	Restaurant Supervisor / Executive Chef
Responsible for:	N/A
Location:	Romford
Key Liaisons:	Managers, Staff, Residents and other YMCA users

1. Organisational Context

We are a charity and have been serving the local community for over 130 years. Whilst our focus is on young people, we work with all members of the community, in the belief that everyone should be able to reach their full potential, regardless of their background. We call this a youth minded community approach. We work across a number of boroughs including Havering, Barking and Dagenham, Dartford, Greenwich and Ashford. We work from the following locations; Romford, Dartford, Greenwich and Ashford.

Every night we provide supported accommodation for homeless people locally, providing young people with opportunities to develop the necessary life skills to find work and live independently. We also provide a wide range of services in the local community; these include children's, youth and family work and health & wellbeing facilities.

2. Role Summary

To assist in the smooth day to day running of the Diner, including any special functions, working in close liaison with the Diner Supervisor.

3. Main Duties & Responsibilities

- To assist in the day to day operation of the Restaurant in close liaison with Evening Supervisor, following jobs rota and instruction.
- Prepare areas for service.
- Prepare and serve light refreshments, main meals and beverages.

- Clean restaurant and service area as required including sweeping & mopping the floor, and routine cleaning of counters, window sills, coffee and juice dispensers. Refill salt and pepper sets and work flexibly according to the demands of service and the cleaning rota. To ensure all tasks are completed before finishing shift.
- Ensure that all food storage areas, machines and pergall are cleaned daily.
- To ensure all fridges and freezers are cleaned daily and food properly stored.
- Keep up the good general appearance of the Catering Unit.
- To ensure all tables are cleared promptly and washed at end of service.
- To ensure that the locking up system is adhered to correctly.
- Preparation of salads, starters and late meals.
- To cover colleagues on holiday/sick leave when possible and any other duties as requested by Catering Manager or Chef.

4. Personal Development

Agree and review personal development objectives annually with your line manager and undertake agreed professional development.

5. General

- There may be occasions when the post holder may be required to work at any other of the YMCA TG sites/offices in line with service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to YMCA TG policies and procedures in particular Equal Opportunities, Health & Safety, Confidentiality, Safeguarding and General Data Protection Regulations (GDPR).
- All staff have a responsibility to participate in the YMCA TG Individual Performance Review Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.
- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

6. Confidentiality

In the course of your employment you will have access to confidential information relating to YMCA TG business. You are required to exercise

due consideration in the way you use such information and should not act in any way, which might be prejudicial to the YMCA TG interests. Information which may be included in the category which requires extra consideration covers both access and to the general business of the YMCA TG and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your manager before communicating such information to any third party.

7. General Data Protection Regulations (GDPR)

YMCA TG is registered under the General Data Protection Regulations (GDPR). You must not at any time use the personal data held by YMCA TG for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or should not do in connection with the General Data Protection Regulations then you must contact the Corporate Services Manager.

8. Safeguarding

YMCA TG is serious about safeguarding. The YMCA TG is committed to protecting the welfare of all children, young people and those adults who may be at risk of harm, as they participate in its services and/or activities. There are policies and procedures across our businesses to ensure a focus on the safety of children, young people and those adults who may be at risk of harm. Employees and volunteers throughout YMCA TG are responsible for ensuring they are familiar with these and new employees and volunteers are appropriately inducted. Any concerns in relation to Safeguarding should be reported to departmental Safeguarding Leads in the first instance and/ or escalated to the Executive Safeguarding Lead.

9. Equal Opportunities

YMCA TG is an Equal Opportunities employer and all employees are required to abide by and promote the policy and code of practice, as well as being aware of and operate within all relevant legislation.

10. Health & Safety

Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligation under YMCA TG and departmental Health and Safety policies, and to maintain awareness of safe practices and assessment of risk.

11. Financial Regulations

All staff are responsible for security of the property of the YMCA TG, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform with the requirements of the standing Orders, Standing Financial Instructions and other financial

procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

12. Job Description Agreement

**Job Holder's
Signature:**

Date

**[Managers]
Signature:**

Date

Prepared By:

**Name: Hayley Charlott
Title: Catering Department
Date: 15 April 2016**

Evidence Assessed By - Key

A = Application Form / CV
 I = Interview
 T = Testing / Assessment
 P = Presentation

**Person Specification
 (Kitchen Assistant)**

No.	Criteria	Essential	Desirable	Assessed By
Education / Qualifications				
1	Food hygiene certificate	X		A
Experience				
2	Some previous experience of working within a busy catering environment would be useful but not essential	X		A/I
3	Work experience of similar nature	X		A/I
4	Cash Handling	X		A/I
Skills & Abilities				
5	Ability to work within a busy catering environment	X		I/T
6	Attentive to detail and conscientious in relation to cleanliness and hygiene	X		I
7	Good communication and interpersonal skills	X		I
8	Ability to relate in a polite and friendly manner to customers	X		I
9	Ability to work effectively within a team and contribute to supporting others during busy periods	X		I
PERSONAL QUALITIES				
10	Uses own initiative and independence to deliver key objectives	X		A/I
11	Can work under pressure and prioritise workload	X		A/I
12	A commitment to anti-discriminatory practice	X		A/I
13	A commitment to the Christian	X		A/I

14	principles of the YMCA. Knowledge of Safeguarding and H&S standards and application of such standards in own work environment.	X		I
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Please read the additional Core Competencies document, enclosed: The post-holder will be expected to demonstrate the skills, knowledge and behaviours outlined in the YMCA TG Competencies document, at a level appropriate to that at which they are operating.

DBS –standard check required