

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Monk's Kitchen Assistant.
Salary Band	Salary: Band 10 (£9.50 per hour for 21 years + & £8.14 per hour for 18-21 years)
Section/Team	Enterprise
Reporting to	Monk's Kitchen Manager/ Senior Kitchen Assistants
Date of issue	July 2022

Overall Purpose of Post

- To provide excellent customer service in the Cathedral's Monk's Kitchen, including cash handling.
- To carry out food preparation, food service and control measures within a kitchen environment.
- To welcome and serve guests, provide function requirements, clear tables, wash-up and carry out cleaning as directed.

Health and Safety

It is a general duty of all Cathedral staff to ensure they are familiar with the Health and Safety Policy and to adhere to it at all times.

	Responsibilities and Accountabilities	Nature and Scope of Role
1	To serve customers in the Cathedral Monk's Kitchen	This includes: <ul style="list-style-type: none"> - Providing a first class welcome and excellent service to all Monk's Kitchen and function suite users. - Handling food and drink orders. - Using the till system - Cash and credit/debit card handling.

2	To prepare meals and drinks	<p>This includes:</p> <ul style="list-style-type: none"> - Hygienic handling of food - Preparing and attractively serving food items. - Using the coffee machine to serve lattes, cappuccinos etc.
3	To clear tables, wash-up and clean as directed.	<p>This includes:</p> <ul style="list-style-type: none"> - Ensuring tables are cleared and cleaned regularly. - Loading and unloading the dishwasher. - Washing up. - Cleaning fridges and other kitchen equipment and store cupboards and furniture as directed. - Ensure the servery areas are kept stocked with crockery, cutlery and condiments. - Laundry of tea-towels and aprons.
4	To keep the Monk's Kitchen servery area stocked with food items.	<p>This includes:</p> <ul style="list-style-type: none"> - Maintaining adequate stock levels in the servery areas. - Stock rotation. - Ensuring that stock is displayed hygienically and aesthetically. - Ensuring that stock is disposed of safely when it is 'out of date'
6	To serve and prepare food for functions in the Cathedral's function suites or elsewhere in the Cathedral grounds.	<p>This includes:</p> <ul style="list-style-type: none"> - Under supervision, preparing food for events - Safely and hygienically transporting food to the function suite or other venues around the cathedral. - Serving and selling food and drink at events. - Planning ahead to ensure events are set up in advance.

7	To maintain a well presented appearance at all times.	It is expected that post holders will wear the appropriate uniform throughout shifts and protective clothing for food handling and use of chemicals.
8	This job involves weekend, evening and Bank Holiday working.	Post holders may be required to work weekends, bank holidays and evenings.

PERSON SPECIFICATION

Attributes	Essential	Desirable
General	<ul style="list-style-type: none"> - Understand the role of the Monk's Kitchen within the wider remit of Cathedral hospitality. - Be in sympathy with the aims and ethos of the Cathedral as a Christian organisation and centre of mission and worship - Able to work as part of a diverse team - Able to work weekends, bank holidays and evenings as required 	
Qualifications and Training	<ul style="list-style-type: none"> - Good general education. - Food hygiene qualification (or willing to take the award). 	<ul style="list-style-type: none"> - Catering qualification e.g. NVQ/BTEC
Experience	<ul style="list-style-type: none"> - Experience of working in a customer service environment - Experience working in food service environment - Experience of food preparation - Experience of health and safety requirements of café/restaurants 	
Knowledge, skills and abilities	<ul style="list-style-type: none"> - Excellent communication skills 	
Personal Qualities	<ul style="list-style-type: none"> - Friendly and welcoming, cheerful and polite - Enjoys working with the public - Calm under pressure. - Able to work flexible 	

	hours. - Able to work well as part of a busy team	
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