



JOB DESCRIPTION

Association:	Pathways 4 All
Address:	Tim Lamb Children's Centre Rising Sun Country Park Whitley Road Benton Tyne and Wear NE12 9SS
Job Title:	Kitchen Assistant
Responsible to:	Rebecca Tierney - Kitchen Manager
Job Purpose:	To work in the onsite café assisting in the kitchen and service area
Main Responsibilities:	<ol style="list-style-type: none">1. To assist in the preparation of food2. To assist in the preparation and serving of beverages3. To assist in the serving of meals to customers and the clearing of tables.4. To wash and dry kitchen pots/utensils and ensure their proper storage.5. To clean the kitchen area (floors, cookers etc).6. To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.7. To report any problems to the Kitchen Manager or Centre Manager in their absence8. Assist in stock taking and storage of stock9. Attending training courses as appropriate.10. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.11. To comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.12. To work as part of a team in a positive and respectful manner13. To maintain confidentiality and observe data protection and associated guidelines where appropriate and to furthermore ensure that safeguarding policies are always adhered to.14. To supervise the environment to ensure safety for all staff and centre users. This includes keeping records of any accidents or injuries that may occur.15. To carry out any other reasonable duties and responsibilities within the overall function and level of responsibilities of the post.
Discretion to Act:	Long-term decisions and major changes will be made by the Kitchen Manager. The Kitchen Manager will be your immediate supervisor; you will also take direction from other senior members of staff within the building. As part of effective working practice, you will be expected to reflect on your working performance, and to record and document appropriate detail through daily record keeping.

Terms and Conditions	Hours of work – 6 per week (with potential for more during school holidays) Rate of Pay - Minimum Wage Currently £5.60 per hour (under age 20); £7:05 per hour (age 21 -24); £7:50 per hour (over age 25)
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Kitchen Assistant – Person Specification

		Essential	Desirable
Qualifications, Understanding & Training:			
	<ul style="list-style-type: none"> • Basic Food Hygiene 		X
	<ul style="list-style-type: none"> • First Aid at Work 		X
Experience:	<ul style="list-style-type: none"> • Working in a café, kitchen, or other food environment 		X
	<ul style="list-style-type: none"> • Working with people of all ages and abilities 		X
Abilities & Skills:	<ul style="list-style-type: none"> • Ability to monitor and maintain safe working practices 	X	
	<ul style="list-style-type: none"> • Ability to follow instruction and direction 	X	
	<ul style="list-style-type: none"> • Ability to work independently and as part of a team 	X	
Personal	<ul style="list-style-type: none"> • Commitment to the Pathways 4 All's Aims and Purposes 	X	
	<ul style="list-style-type: none"> • Willingness to undertake an enhanced DBS with Pathways 4 All 	X	