

Job Description

Job title:	Kitchen Assistant
Reporting to:	Café Bar Manager
Staff responsible for:	N/A
Functional responsibility:	To support the Café bar manager, and Kitchen Supervisors, in ensuring the efficient operation of the Kitchen, to provide excellent customer service, and to maintain a clean and hygienic working environment.
Hours worked:	Various / As per contract
Salary Grade:	£7.38 p/h Under 24 - £7.83 p/h Over 25
Date issued:	30/07/18

Duties & Measures	Job objectives and outcomes
Duty 1	Support the Café bar Manager and Kitchen Supervisors in operating the Kitchen in line with the agreed annual budget,
Measures	<ul style="list-style-type: none"> Follow all procedures for stock control, minimisation of wastage, stock rotation and portion control in order to help maintain budgeted gross profit.
Duty 2	Assist the Café bar manager in maintaining revenues at budgeted levels, or higher
Measures	<ul style="list-style-type: none"> Make suggestions to Café bar manager on initiatives to increase revenues. Be aware of your competitor restaurants and cafes, in order to help Broadway maintain market share. Make suggestions for any promotions and special events. Support the kitchen in delivering monthly food nights, inspired by the cinema programme, to a high standard.
Duty 3	Provide a high level of customer service and customer satisfaction,
Measures	<ul style="list-style-type: none"> Ensure that you offer an excellent level of customer care at all times. Ensure all decisions are made with the needs of the customer in mind. Adhere to the kitchen's customer service standards for the preparation and service of food, and the delivery of private events. Support the training of new colleagues where asked to do so. Ensure that any customer complaints and complements during your shift, are referred to a Supervisor or Manager straight away.
Duty 5	Product selection, stock control and wastage
	<ul style="list-style-type: none"> Provide feedback and suggestions to the Café bar manager, in order to assist in

Measures	<p>maintaining a range of quality snacks and meals in keeping with the Broadway brand and customer preferences.</p> <ul style="list-style-type: none"> • Adhere to procedures regarding the control and recording of all stock in the kitchen. • To advise the Café bar manager of any stock needs, in a timely manner, to maintain appropriate levels. • Ensure stock is effectively rotated and wastage is minimised.
Duty 6 Measures	<p>Effective and regular communication at all times</p> <ul style="list-style-type: none"> • Regular communication with your line manager and colleagues, using the most appropriate channels. • Attend the Café bar meeting once a quarter. • Attend a monthly menu planning meeting, if invited to do so. • Attend any other meetings where asked to do so by your manager.
Duty 8 Measures	<p>Adhere to health and safety and food hygiene regulations</p> <ul style="list-style-type: none"> • Take responsibility for Health and Safety, cleanliness and food hygiene in all catering areas whilst on duty. • Assist the Café bar manager in ensuring a high pass rate for any food hygiene inspections (Maintain 3 star rating). • Adhere to a strict cleaning rota for all areas. • Inform the Café bar manager, or Kitchen Supervisor, of any faulty or damaged equipment as soon as possible. • Ensure faulty or damaged equipment is taken out of use until repaired. • Ensure all work carried out in the Café bar is in compliance with all statutory legislation eg, Fire, Hygiene, and Health and Safety.
Duty 9 Measures	<p>General requirements</p> <ul style="list-style-type: none"> • Manage own workload effectively. • Be committed to, and actively involved in, excellent customer service and best practice in both internal and external communications. • To receive supervision and appraisal and be committed to own development. • To be committed to and work within Broadway policies and procedures. • Undertake any other tasks as deemed appropriate by the Line Manager.