

## **Position Title – Kitchen Assistant**

The kitchen assistant will work closely with all the team at Murton to ensure an excellent customer experience is achieved.

### **Responsibilities**

Kitchen:

- Assisting with kitchen preparation.
- Cooking breakfasts, light lunches, and home bakes.
- Preparing food for the next day as well as keeping ahead with stock control and ordering.
- Maintaining a clean and tidy kitchen.
- Preparing home baking to a high standard.
- Correct disposal of waste.
- Keeping dish washing up to date to ensure a smooth service.
- Understanding all safety procedures relating to tearoom.
- Following opening and closing routines in the tearoom ensuring our standards are met.
- Cleaning the kitchen tearoom at the end of each day.
- Must be organised and able to use initiative and work under pressure.

General:

- Delivering first class customer service at all times, to all at Murton.
- Dealing with the public in a polite and helpful manner.
- Understanding all safety procedures.
- Developing and following opening and closing routines ensuring our standards are met.
- Cleaning carried out to the required standards.
- Receiving and processing deliveries.
- Keep store and staff area clean and tidy.

Other duties may include:

- Serving meals, bakes, and drinks.
- Taking money and processing transactions through the till.
- Cleaning tables.
- When required, dealing with customer comments and complaints.

### **Skills Profile**

The individual must:

- Have excellent customer service skills
- Have good verbal and written communication skills.
- Have excellent knowledge of food hygiene procedures and how to handle food safely.
- Have a confident and friendly manner with a positive approach to solving difficulties.
- Understand and develop safe working practices and health and safety legislation.
- Understand and develop all safety procedures relating to fire and security.
- Be of clean and tidy appearance.
- Be responsible, honest and reliable.
- Be an effective team worker.

This job description is a reflection of the current position and may change in emphasis or detail in the light of subsequent development.