



HEVER CASTLE GOLF & WELLBEING

JOB TITLE: Kitchen Assistant

Reports to: The Head Chef

SCOPE OF POSITION: Bar, Restaurant, Function Rooms, & Course Refreshments

Overall Summary:

You will work under the guidance of the Head Chef and in his absence the Second Chef to assist the smooth running of the kitchen. You will be expected to learn fast and be able to ensure the kitchen cleanliness & hygiene levels are kept consistently high. You will also be required to assist the chefs with food preparation.

Your ultimate aim is to help establish Hever Castle Golf Club as a venue with an outstanding reputation for its hospitality.

FOOD PROVISION & KITCHEN MANGEMENT

- To take guidance and instruction from the Senior Chefs to aid the daily operation of the kitchen.
- To follow closely all delegated tasks and actions.
- To meet desired service standards, including timekeeping and personal presentation.
- Take responsibility for washing up of crockery, cutlery, pots, pans and trays.
- Maintain a high standard in the washing up, to ensure all food marks have been cleaned.
- Sweeping and mopping of the floor, to ensure any food and debris is cleaned away.
- Keeping the kitchen to an excellent standard of cleanliness
- Keeping all back of house areas including the cellar to a good standard of cleanliness
- Maintain food preparation standards if conducting service, in the absence of the Chefs.
- Ensure that all policies and procedures related to the operation of the Food & Beverage department are followed and implemented appropriately with regard to sanitation, food preparation, storage and health and safety.
- To assist with food order purchases.
- Help store stocks and help monitor stock levels.
- Help supply staff meals.
- Help with waste disposal routines.
- Work and communicate well with other departments to ensure efficiencies and good relations within the operation.

Requirements:

- Good eye for detail in kitchen hygiene
- Good Listener
- Good time keeping
- Flexible with working hours.