Culture Perth and Kinross

Job Profile

Job Title	Kitchen Assistant (Perth Museum Café)
Salary	£14.12 per hour (£26,503.80 per annum pro rata)
Grade	GE2, 5022
Hours	12 hours and 30 hours
Location	Perth Museum
Reports to	Head Chef
Responsible for	Contributing to the success of the Team, Café & Museum!

Job Purpose

- To maintain the highest levels of cleanliness and to keep organised all fixed and mobile kitchen equipment, food and other items in the various storage areas.
- To support the Chefs to prepare and present food quickly and efficiently. The key aim being to deliver quality food to customers, while adhering to the Company's Food & other safe working policies.

Main Tasks:

1. **Kitchen Operations**

- Cleaning and sterilising countertops, kitchen walls, stoves, ovens, grills and sinks.
- Cleaning the entire kitchen once it is closed to ensure it is ready for the next day.
- Maintaining the food storage areas like freezers and refrigerators.
- Receiving deliveries and organising them securely in the kitchen and storage areas.
- Washing dirty dishes like cutlery, pots, cutting boards and pans or loading dishes into the dishwasher.
- Removing kitchen waste from waste containers and disposing of them properly.
- Cleaning and maintaining cooking equipment like cookers, pots and food mixers.
- Supporting the Chef in basic food preparation like cutting ingredients, peeling and washing food items.

2. **Work as part of the Kitchen team to deliver outstanding service:**

- Carry out all tasks as required. Seek help from a colleague/Supervisor if required.
- Have open and supportive communication with your colleagues. Offer your support to another colleague as and when you think you can.
- Keep an excellent level of personal and workplace presentation, during your shift.

3. **Stock & Business Controls**

- Ensure wastage is minimised by careful handling of all products.
- Keep storage areas clean and tidy at all times.
- Keep **all** Company property secure. This includes food, drinks, etc.
- Carry out any administration tasks as per the Company training provided.
- Keep up to date with Company communications, training, promotions, products, etc

4. **Cleanliness, Hygiene, Food Safety & Maintenance**

- Work to excellent levels of safety & cleanliness in all working areas, at all times. Raise any cleanliness, food safety or quality issues with the Chef on duty.
- Any cleaning tasks undertaken, sign them off on the daily cleaning checklist.
- If any cleaning materials you are using are running low, let the Chef on duty know.
- Report any maintenance issues, as per Company guidelines.
- Follow all safe systems of work, as per the Company training provided.

The post holder will be required to work weekends. Additional and occasional evening working may also be available to facilitate events, special promotional evenings and tastings within the café.

This job profile is not exhaustive. Over time, the emphasis on any part of the job may change without changing the general nature of the job. Your duties may therefore, from time to time, require to be reviewed to reflect this. Any review will be conducted in consultation with you.

Skills, Knowledge & Experience Required (in no particular order)
• *Ability to communicate with the Head and Assistant Chefs and customers.* • *Attention to detail.* • *Excellent time management.* • *Knowledge of Food and Kitchen safety and all health regulations.* • *Strong stamina to work through busy periods.* • *Ability to work under pressure.* • *Teamwork skills to work well with colleagues.* • *Ability to follow all instructions given.*