



Kitchen Assistant

Job Description & Personal Specification

Overview

Centre:	King's Park Conference Centre
Position:	Kitchen Assistant / Server
Reporting to:	Catering Manager/Chef on Duty
Hours:	32 hours/week (including evenings and weekends according to business needs)
Role Type:	Permanent contract
Overall Purpose:	To assist and help the Catering Manager and Catering Team during operational shifts and service as well as keeping the kitchen & dining room clean and tidy. To ensure that all work is prepared and executed to the highest standard and that all food safety and working regulations are adhered to.

Job Description

- To provide support to both the Catering Manager and Chefs during food preparation, service and clean down as required
- To follow instructions and procedures as requested by the Catering Manager and Chefs
- To assist with the acceptance of food deliveries and check off to confirm items
- To ensure that all kitchen areas are cleaned to a high standard, and all refuse is cleared at the end of each shift as required
- To ensure that all access areas in the kitchen are safe for operation during your shift
- To follow all health and safety policies as set out by management
- To attain Food Safety Hygiene Level 2, which will be provided as part of your training
- To assist and to follow all cleaning schedules as set out by the Catering Manager
- To set up and prepare tables and ensuring dining room is ready for guests
- To serve food to the guests as requested by the Catering Manager and Chefs
- To help with the clearing and cleaning of serving points, tables, dining room and be responsible for the washing up of used items after service.



- To take responsibility for the team working with you, give guidance and support to your team under the guidance of the Chef on shift.
- To report any issues/problems to the Catering Manager if unable to sort out by yourself.
- To ensure that tea and coffee points are ready for guests and tidy throughout your time on shift
- To ensure food hygiene regulations are met within our dining room and food service areas.
- To follow any instructions given during your shift that pertain to the work required.

Personal Specification

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to follow instructions and give them. • Excellent verbal and communications skills • Team player • Ability to work on your own when needed • Ability to prioritise workload 	<ul style="list-style-type: none"> • Previous kitchen experience • Knowledge of kitchen hygiene procedures
Experience	<ul style="list-style-type: none"> • Working in a customer-based environment 	<ul style="list-style-type: none"> • Customer Service
Education/Qualifications	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Level 2 Food Hygiene
Other	<ul style="list-style-type: none"> • Reasonably fit • Flexibility with working hours • Presentable appearance required • Customer Focused • Able to follow and give orders out on your shift. 	<ul style="list-style-type: none"> • N/A

This job description dates from September 2025 and may be subject to review at any time as deemed necessary.



You will be required to work on your own and as a team. You will also be required to work with and look after the under-18's in our employ whilst on shift.