UNIVERSITY OF WARWICK

Job Description

Job Title	Kitchen Assistant
Department	Warwick Food Group
Grade	FA1

Job purpose (a brief summary of the role)	To assist the production cooks with the day-to-day preparation and packaging of products for all WFG cafes, bars and restaurants. Additional responsibilities include keeping the kitchen areas tidy with regular and through cleaning of food service equipment whilst maintaining food hygiene standards.
Duties and responsibilities	Traying/plating of food items as required and guidance by lead chefs. Food preparation as required and instructed by production cooks, this will involve standard tasks, such as cutting up items, assisting with cooking an item under instruction and guidance. Clean areas as required working in and Support kitchen team, cooks/chef, stock controller, wash up duties, ensuring high standards of cleanliness and adopt a 'clean as you go' approach to kitchen and service equipment in line with departmental Standing Operating Procedures. Assist with stock movement as required and in line with correct manual handling techniques and food safety storage. Ensure compliance with: - Departmental standards and legislation - All food health and safety regulations including COSHH Maintain a safe working environment by observing Health C Safety Regulations and other relevant Food Hygiene legislation. The role holder will be required to work in one or more of the Warwick Food Group outlets as required by business needs. To undertake any other duties as from time to time maybe required commensurate with the grade of the post.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Some experience in a similar post such as kitchen.	A
E2	Willing to be trained in Basic Food Hygiene (certificate), COSHH, Manual handling, Health C Safety, Fire Safety and Food Allergens.	C
E3	Ability to work in a team.	C
E4	Good verbal communication skills.	B, C
E5	Ability to follow standard operations procedures.	C
E6	Ability to work to deadlines.	C
E7	Flexible approach to working hours, with the ability to carry out early and late shifts on a rota basis.	C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Some simple/basic cooking or food preparation experience.	C
D2	Knowledge / working within the industry Kitchen, café, restaurants.	A , C