Assistant

Chef

Reporting to - Chef, Bar & Catering Manager

Department –The Beacon / Operations

**Contract Type - Permanent, 30 hours per week**

**Principle purpose of the role**

To work as part of a team in planning and preparing food as required in a timely manner. Ensuring high standards of food hygiene and cleanliness are maintained at all times.

**Planning and delivery**

* To assist the Chef in ensuring that the main menu and event catering are prepared to order in a timely manner and to a high standard of presentation.
* To deliver the main menu during service periods working under your own direction.
* To help prepare the café in readiness for opening hours including, making sandwiches/ciabattas, setting up and stocking workstations, cutting vegetables, chopping meat, and preparing sauces and soups.
* Minimise food wastage and safely repurpose products or ingredients.
* Assist in the keeping of relevant records (ie. food safety/temperature checks).
* Adhere to all Beacon and Lighthouse policies and procedures.
* Communicate any health and safety or maintenance issues to line manager.
* Effective communication with at all times with the Chef, team and Bar and Catering Manager

Any other duties as may be reasonably required.

**Health and safety**

* Adhere to health and safety legislation and Poole Arts Trust’s policies and procedures.
* Report all safety matters to the Manager.
* To assist the Manager in ensuring that the café and kitchen areas are kept clean, safe and hygienic at all times and comply with health and safety procedures.

**Training**

* Take responsibility for their own training and development, including attending and completing relevant induction and mandatory training. Core Training will cover online IHASCO training and health and safety as part of the induction.
* To participate in a review process with their line manager, every 6 months and to take up opportunities identified as part of their learning and development.

**Representation**

Not applicable

**Diversity**

To be aware of and embrace the EDIB culture at Lighthouse at all times.

**Values**

Work to and promote the Lighthouse values of being Aspirational, Welcoming & Excellence.

**Any other duties as may be reasonably required.**

**Person Specification**

**EXPERIENCE AND KNOWLEDGE**

Essential

* Excellent food planning, presentation, and preparation skills.
* A good understanding of food handling and hygiene regulations is required.
* Two years’ experience of working in a catering environment as part of a team.

   
 **COMPETENCES AND SKILLS**

* Knowledge of working in a kitchen environment, minimum 2 years.
* Have qualifications in Food Safety, COSHH, First Aid or be willing to participate in courses.

**PERSONAL CHARACTERISTICS**

* Able to cope with the physical demands of working in a kitchen including managing stressful periods in a calm and focussed manner.
* Be well presented with good personal hygiene
* Adaptable to change.
* Dynamic, energetic and enthusiastic
* Flexible and reliable
* A polite and friendly manner
* A positive and supportive team member
* Able to work mostly evenings and weekends.

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