

Job Description Kitchen Staff – Kickstart Scheme

Line Manager:	Restaurant Manager
Contacts:	College Staff, Students, Suppliers, Contractors, General Public, College Stakeholders, Government Agencies
Job Purpose:	To work as a member of the Restaurant and Kitchen Staff covering day to day duties associated with the running of the Restaurant.
Hours:	25 hours per week. Fixed Term Occasional extra hours and weekend work may be required, for which time off in lieu is given. Staff are expected to support College events outside of core business hours.
Salary:	£8.91 per hour
Annual Leave:	The leave year runs from 1 August to 31 July 20 days and 8 bank holidays (5 days annual leave must be used for College Closure Days where applicable)
Pension:	NEST pension scheme
Staff Benefits:	https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1

Duties and Responsibilities:

- The role will involve assisting the Restaurant manager with costing and writing menus for Bistro at B63. You will assist with College functions when required.
- You will supervise students within the production kitchen.
- You will thoroughly clean down the production kitchen after each use to maintain high levels of cleanliness.
- You will assist with the co-ordination of health and safety policies and documentation relating to the kitchen and restaurant.
- You will be required to undertake a Food Hygiene Certificate and other training courses including manual handling.

All staff are required to:

- To undertake training and staff development as needed and as determined by the college management.
- Undertake Health and Safety training and ensure compliance
- Undertake training and operate cleaning equipment as appropriate
- To participate in the company's staff appraisal system
- To take responsibility for promoting and safeguarding the welfare of children and young people