**Job Title:** Kitchen Team Lead

**Reports to:** Hideaway General Manager

**Hours of Work:** Variable

**Pay:** £12.50

**Normal Place of Work:**

The Hideaway, Partington Shopping Centre, M31 4EL

**PURPOSE OF JOB**

To support the Hideaway General Manager with the monitoring of the daily and weekly running of the kitchen. To prepare hot and cold meals, cakes, packed lunches for children and other kitchen duties as required.

**KEY RESPONSIBILITIES**

* Supporting the Hideaway General Manager to ensure that all orders and deliveries are up to date, correct and on time.
* Monitoring the Batch cooking and ensuring that it’s up to date.
* Monitoring the deep cleaning of the kitchen and informing the Hideaway General manger if they encounter any problems with frequency or standard.
* Create an ordering system for the staff.
* Report any repairs needed to the Hideaway General Manager.
* Support and train new staff members in the kitchen and reinforce the Hideafam policy and values.
* Participate in weekly catch up’s with the Hideaway General Manager to update one another on the kitchen.
* Undertaking the preparation and cooking of the hot and cold meals, cakes and beverages served in the Noah’s Ark Restaurant at the Hideaway
* Ensuring that the café environment is pleasant and welcoming in line with the image agreed with the Directors
* Checking that orders have been correctly delivered
* Serving customers in a pleasant and courteous manner
* Keeping cleaning and temperature records
* Washing up and operating the dish washer
* Cleaning the kitchen, café area in accordance with Health and Safety Regulations and Guidance
* Support with all café and delivery team duties as required.
* Support with stock recording and management, ordering and recording food
* Keeping cleaning and temperature records
* To ensure that storage areas and facilities are well maintained, observing stock rotation
* Ensuring that any risk assessments are complied with
* Keeping accurate time sheets daily
* To ensure that all duties are undertaken effectively and efficiently, in accordance with the required standards of service and care.
* To undertake all duties in accordance with relevant Health & Safety legislation and in line with the values and ethos of the organisation
* To undertake training as required
* The role involves working with children and vulnerable adults, and the responsibilities to safeguarding that this involves.

This job description does not form part of your Contract of Employment

**Dated:** December 2023

**Skills Required**

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| **Essential** | **Desirable** |
| **Knowledge, Skills and Abilities:** |  |
| Ability to monitor daily and weekly tasks that must be done in the kitchen and feedback to the Hideaway General Manager when needed.  Must have a keen interest in food preparation and a desire to learn how to cook at a high level.  Have excellent communication skills  Actively listens and responds politely and clearly;  Presents written information in a clear, structured and concise manner;  Speaks with clarity, effective structure, volume, pace and tone.  Ability to inspire and encourage others – especially children.  Works well with colleagues inside and outside the team; respecting, compromising, supporting and valuing the views of others.  A desire to learn, improve themselves and be challenged.  Have excellent customer service skills  Has a professional approach and attitude;  Is committed to providing excellent service;  Recognises the importance of high standards of customer service. | Awareness of health & safety requirements in a commercial kitchen.  Have a good understanding of safeguarding practices and policies. |
| **Qualifications/ Attainments:** |  |
| Relevant qualifications in food preparation and service | GCSE in English and Maths. |
| **Experience:** |  |
| Relevant experience in a busy commercial kitchen |  |
| **Personal Qualities:** |  |
| Friendly, honest and enjoy working in a kitchen environment  Must be flexible to work days, evenings and weekends |  |
| **Other:** |  |
| An enhanced DBS (formerly CRB) check may be required  A willingness to work within the Christian ethos and values of the organisation | Appreciation of health, safety and welfare of children. |