Job Description

1. Job Details

Job title: Food Production Assistant

School/Support Department: Accommodation Services

Unit (if applicable):

Line manager: Head Chef/2nd Chef
Line Manager employed in same unit.

2. Job Purpose

Undertake food preparation duties as part of a kitchen team, and assist chefs with any other basic food prep duties required as per recipes to for daily menus. In addition help with general cleaning duties or dish wash duties within the department and any food service if required.

3. Main Responsibilities

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1. To prepare a range of items e.g. salad bar items, assemble packed meals, decant products into individual portions, tray up breakfast products, add toppings to pizzas and assist with any other food preparation duties in order that the full daily menu can be provided.

2. Working as part of the chef team, during meal times assist with any re-heating duties and basic cooking duties e.g. frying off potato products and any other items.

3. Out with academic semesters assist in food preparation for the commercial menus, requiring less decanting from pre assembled products and more food prep e.g. garnishes, plated desserts, arrange prep items in containers for all bar dining menus cooked fresh by chefs.

4. Assist chefs in the bar to plate up dishes, taking on basic cooking duties and garnishing plates in order that a level of consistency is maintained and customer’s expectations are fully met.

5. As required Wash all pots, cooking and serving equipment as per the requirements of the Food Hygiene Management System.

6. As required undertake cleaning duties to include general cleaning of kitchen surfaces including fridges and freezer units, as part of legal requirement to provide a clean and hygienically safe catering environment.

7. Will undertake the above duties working on a rotational basis and any additional duties as requested by management.

4. Planning and Organising

Majority of duties are set down by line manager, but must be able to prioritise during shift based on greatest pressures e.g. if a large requirement for packed meals for a conference group for an early departure these must be ready to go before any food prep for lunch.
periods.

In work area must be able to work effectively by laying out items to be assembled or prepared in a logical manner to easy flow from stores, to prep and into service or cooking process. In addition to remove all waste after each item of preparation and fully clean down surfaces and materials as per the legal requirements laid down in Food Hygiene Management System.

### 5. Problem Solving

Little problem solving required. If they have any concerns they should be referred to line manager or Supervisor.

### 6. Decision Making

Must work as part of a team and decide the best use of stock items and carry out stock rotation.

Regularly to use best judgement on the quantity and quality of food being prepared and refer to chefs for any areas of uncertainly.

Deal with customer queries and take appropriate action as required e.g. decide at what stage a complaint or query should be referred to line manager.

Use own initiative to move around catering outlet to meet production needs.

### 7. Key Contacts/Relationships

Must be able to work harmoniously as part of a team and be helpful and polite when dealing with customers. Key daily contacts internal to unit and will regularly deal with at least 3 of the following: managers, assistant Managers, supervisors, chefs, catering assistants, kitchen porters, store person.

### 8. Knowledge, Skills and Experience Needed for the Job

Some experience necessary in relation to food preparation on the basis of dealing with high risk food and the highest area for the risk of cross contamination. Whilst detailed knowledge of Food Hygiene Law is not required, after on the job training, there is an expectation of an ability to learn through experience and training given that the role involves the operation and cleaning of some very technical and expensive cooking equipment.

Current holder of a food hygiene qualification desirable, although full training will be made available and an expectation to achieve the basic level qualification within 6 months.

There is the opportunity to work towards SVQ Levels 1 & 2 in Food Preparation in future years should progression to a chef role be considered.

### 9. Dimensions

Prepare and assemble food to the value of £1,000 per day and responsible for controlling waste

Use approximately £350.00 of cleaning consumables per annum

### 10. Job Context and any other relevant information
The catering environment can be a physically demanding environment requiring substantial physical effort at times with heavy lifting and sometimes long periods of repetitive tasks. A certain degree of bending, stretching, twisting and constant movement is required and ability to work at a quick pace over meal service times.

A high level of flexibility is required to cover changes in services, dependant on business levels and requirements. Demands to provide services outwith the catering unit and to provide function coverage, requires co-operation and must be prepared to extend working hours at short notice within limits. Food Production Assistants must be prepared to work in any area unless specialist training has not been given.