

JOB DESCRIPTION

Job Title Kitchen Team Leader (Weekends & Bank Holidays)

Employer Acorn Venture Association

Location of Workplace Acorn Farm
Depot Road
Kirkby
L33 3AR

Responsible To Acorn Farm Weekend Manager/Cafe Manager

Responsibilities:

The kitchen team leader will be responsible for the smooth running of the Farm Café on weekends (Saturday and Sunday) and some Bank Holidays

Duties will include the following:-

Responsible for the production of food from the menu such as jacket potatoes, toasties, soup etc for visitors as well as staff and volunteers at the farm. Ensuring the kitchen and café are kept clean and tidy and free from hazards at all times.

Supervising the cafe assistant[s]

List of Duties:

- Preparing and cooking a range of snacks as detailed on the menu board.
- Ensuring the “specials “menu left by the café manager is advertised on the board in a timely manner.
- Catering for children’s birthday parties as required
- Ensuring the till is cashed up at the end of the day and the money is passed to the Weekend Manager for safe keeping.
- Keeping the kitchen and café to a very high standard of cleanliness.
- Ensuring all food put in the fridge is covered and dated.
- Ensuring display cabinets and drinks fridge are restocked at the end of each day.
- Ensuring sufficient stock is left out for following day.
- Ensuring all cutlery, crockery and utensils are washed, dried and put away and that place mats are wiped and stored in the kitchen overnight.
- Leaving a list of ingredients needed for preparation of planned menu on your next rota.
- Ensuring café tables are set, dishes are cleared away and tables are cleaned.

- Carrying out opening and closing checks and ensuring Safer Food Better Business diary is completed each day.
- Observing a high standard of personal hygiene at all times.
- Keeping the kitchen secured at all times.
- Serving customers in a polite and friendly manner.
- Attending relevant staff meetings
- Ensuring no unauthorised people enter the kitchen

In addition to the duties and responsibilities listed the post holder is required to perform any other reasonable duties which may be requested from time to time.

This job description is a guide to the work which you will be required to undertake and represents a range of responsibilities commensurate with the post. All jobs are subject to change from time to time and this job description will be reviewed regularly

Requirements

The successful applicant should have high standards of cleanliness and hygiene. High levels of customer care, knowledge of basic food hygiene and managing a team of staff together with enthusiasm for the job are essential.

Terms and Conditions

Salary:	£9.27 per hour
Days of work:	Weekends and Bank Holidays
Hours of work	10am – 4.30 pm March – September [with a [20 minute unpaid break]
	10am – 3.30 pm October – February
Cafe opening hrs	10.30 am -4pm [March - September]
	10.30 am - 3pm [October- February]
Holidays	11.2 days per annum [pro rata equivalent of 5.6 weeks per annum]

The post is subject to a six month probationary period.