

LINCOLNSHIRE WILDLIFE TRUST

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| JOB DESCRIPTION | : | GIBRALTAR POINT KITCHEN ASSISTANT |
| Post Title | : | Kitchen Assistant |
| Location | : | Gibraltar Point National Nature Reserve, near Skegness |
| Responsible to | : | Visitor Centre Manager |
| Job Objectives | : | To assist in all areas of the café, including cooking, food preparation and customer service |

KEY TASKS:

- A. To undertake a daily work schedule within the café and kitchen in the visitor centre as directed by the Visitor Centre Manager.
- B. To participate in the preparation and cooking and serving of main meals, snacks and cakes in accordance with specified menus, using local produce where possible.
- C. To work in the café, assisting with service and waiting.
- D. To provide an efficient and effective service to customers, understanding their needs and requirements in order to provide excellent customer service.
- E. To assist in the control and ordering of stock, to ensure that adequate stocks of food are maintained and that food deliveries are checked and deficiencies are identified and notified as appropriate.
- F. To assist in the cleaning of the café and kitchen area to a high standard, being aware of any established risk assessments, safety procedures and COSHH requirements.
- G. To ensure that the café and kitchen operation meets all the requirements of relevant food hygiene regulations and best practice.
- H. To comply with the Trust's General Policy on Health and Safety and in accordance with specific policies and codes of practice for sites, risk assessments, procedures and best practice as amended from time to time.
- I. In addition to the above normal duties to undertake other reasonable duties from time to time.

February 2019