

# Café Kino Job Description: **Chef / Kitchen Assistant**

**Overview:** Part of the Café Kino Kitchen Team, you are responsible with the rest of the team for creating and serving our exciting animal-free menu, ably accommodating customers' dietary requirements where possible, and following Café Kino's policies and safe working practices.

## **Specific Responsibilities...**

### **...while in the Kitchen:**

1. To prepare meals to order promptly and to a high standard of presentation
2. To cook dishes and cakes in advance, following agreed recipes
3. To wash up kitchen utensils and keep areas as clear as possible
4. To work efficiently and quickly in a pressured environment, managing your time effectively during your shift
5. To communicate with the rest of the team about stock levels and orders needed
6. To abide by all Food Hygiene rules and policies
7. To ensure that all staff and volunteers who enter the kitchen are complying with Health and Safety policy, and to take appropriate action where necessary, reporting all accidents to the relevant authorities

### **...alongside your Front of House Co-worker(s)**

8. To answer the telephone and face-to-face queries when appropriate and to field all customer calls and enquiries politely, helpfully and with patience
9. To assist in clearing away tables and cleaning dishes after people have eaten
10. To maintain Café Kino as a safe environment, upholding the Café's Code of Conduct and other café-wide Health and Safety procedures

### **...alongside the rest of the Kitchen Team:**

11. To use creativity and inspiration to regularly update and change the menu, in co-operation with the rest of the Kitchen team
12. To attend and contribute to as many team meetings as possible

### **...alongside the rest of the co-op**

13. To work alongside the team with co-operation and respect, and to communicate honestly and openly
14. To abide by all other Cafe Kino documents and policies, and the International Co-operative Alliance (ICA) values and principles (see attached)

### **In addition:**

15. You may also be needed to perform other tasks as necessary, for example, covering the front of house bar, carrying out these tasks as per the relevant job descriptions, with support and training from the rest of the co-op.

*Last updated 27 February 2008*

## Café Kino Person Specification: **Chef / Kitchen Assistant**

This person specification should be read in conjunction with the Chef / Kitchen Assistant Job Description.

### **Skills & Knowledge**

<b>Essential</b>	<b><i>Desirable</i></b>
Experience of cooking and following recipes on a large scale	<i>Experience of plating up food orders Experience of catering for special dietary requirements</i>
Experience of working in a kitchen environment	<i>1 year's experience of working in a kitchen environment</i>
Good time management skills and experience of working in a pressured environment	<i>Experience of being responsible in a workplace</i>
Excellent inter-team communication skills	<i>Experience of handover shift work</i>
Willingness to obtain a Basic Food Hygiene Certificate	<i>Basic Food Hygiene Certificate Experience of upholding Health and Safety policies in the workplace</i>
Experience of customer service	<i>Experience of dealing with difficult situations</i>
Familiarity with team meetings and abiding with policies and practices	

### **Attributes**

<b>Essential</b>	<b>Desirable</b>
Enthusiasm for vegan cooking and creating new menu items	
Enthusiasm for co-operative working; agreement with the ICA values and principles	
Willingness to assist other staff members by serving at the Front of House bar (given appropriate training)	