



Job Description

Catering Assistant/ Cook

Hours: Up to 16 Hours per week initially (may increase) must be available to work on Saturday & Sunday.

Pay: Negotiable depending on experience.

Reports to:

TSC Ltd Bar and Facilities Manager

Responsibilities:

- Prepare the required food prep levels for projected trading on different days – to include bar service, hockey tea provision and private events.
- Set up the kitchen with cooking utensils and equipment, knives, chopping boards and pans etc. to ensure service runs smoothly and efficiently.
- Prepare dishes, following the recipes/ specifications provided for each dish, to ensure consistency and profit margins.
- Prepare orders in a timely manner and in the correct order to maintain customer satisfaction.
- Communicate any issues, out of stock items and wait times to the bar team.
- Order food from suppliers using the order sheets if requested by a manager.
- Maintain a clean and safe kitchen and ensure sanitation practices in the kitchen
- Ensure food safety management and date labelling is strictly adhered to as part of closedown procedures.
- Maintain compliance with all health & safety regulations when working in the kitchen area.
- Maintain compliance with all food safety regulations when working in the kitchen area.
- Complete daily paperwork when requested.
- Rotate stock items as per established procedures
- Properly store food items at appropriate temperatures
- Check the freshness of stock daily and discard any out-of-date items
- Maintain kitchen equipment by keeping it clean and looking after it.

Key skills:

- Ability to work calmly when under pressure.
- Good time management.
- Knowledge of different varieties of foods and ingredients
- Experience with common pieces of kitchen equipment – grills, ovens, fryers, service fridges.
- Ability to maintain an extremely sanitary environment while working
- Adaptability to change and willingness to embrace new ideas and processes
- Communication skills

Required Training/ Qualifications

- Level 2 Food Hygiene & Safety - it would be an advantage if this is already held but can be arranged as part of training.
- Food Allergens Awareness - it would be an advantage if this is already held but can be arranged as part of training.