

## Role Profile

**Job Title** : 1<sup>st</sup> Kitchen Assistant AW  
**Department** : Catering (Operations)

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### **Function of the department/section & main purpose of the role:**

The Catering team are responsible for the provision of an effective & healthy food & beverage service across the 2 main Aardman sites – representing excellent value for money.

The 1<sup>st</sup> Kitchen Assistant works as part of the catering team to support the Senior chef and be responsible for the sections detailed below. In addition, assist with other food preparation, serving the customers, assisting with washing up and cleaning and carrying out other general tasks within the kitchen & canteen areas. Barista assistance as and when required.

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### **Duties & Responsibilities:**

- To always provide a high level of customer service
- To ensure cleanliness and tidiness of kitchen areas
- To ensure Health & Safety laws affecting the catering function are adhered to by carrying out risk assessments where appropriate & ensuring compliance with HACCP.
- To oversee the effective running of the section
- To ensure that the canteen function provides value for money & quality of service to customers.
- Serve customers at lunchtimes and other times as necessary.
- To ensure the security of the canteen area (including takings & stock)
- To undertake the preparation of sandwiches, pizza & wraps to dish specification.
- Assist with food preparation as required.
- To assist with preparation and cooking of traybakes & cakes
- To assist with deliveries – including the transfer of goods to storage ensuring stock rotation.
- To assist in maintaining the provision of staff beverage points.
- To ensure that kitchen & canteen waste is properly & hygienically disposed of.
- To sweep and mop the kitchen floor at the end of each day.
- To carry out routine cleaning tasks according to the schedule of duties
- To ensure that kitchenware (e.g. crockery, cutlery, pots & pans etc) is washed up correctly, dried thoroughly and put away in the proper places.
- Assist with washing up throughout the day.

### **Specific areas of responsibility**

- Make sandwiches, paninis, ciabatta sandwiches, wraps etc to specification.
- Prepare seasonal salads as required.
- Prepare and cook Caibatta pizzas as required.
- Assisting with aspects of FOH as and when required.
- Ensure fridge is clean, tidy, and adequately stocked.
- Washing up own things and assist with crockery and cutlery at lunch times.
- Serve customers at lunch times.
- Ensure availability of cakes

- Cleaning kitchen areas
- Ordering supplies – liaising with Senior chef to ensure adequately stocked at all times.

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**Responsible to:**

- Senior Chef
- Catering Manager

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**Person Specification:**

- A minimum of 1 years' experience working in a medium size catering/hospitality function
  - Good communication/interpersonal skills essential in dealing with the customers, the kitchen team and suppliers.
  - Resilient.
  - Tolerant.
  - High level of understanding of the implementation and management of Health and Safety and Food Hygiene regulations within a catering function.
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**Date Reviewed – 07/25**