Diocese of Westminster

Job profile: Breakfast/Kitchen Assistant
Location: Wynfrid House
Reporting to: Parish Priest
Job Reference No: 343-WYNF

Job Purpose:
Responsible for setting up, maintaining and clearing the breakfast buffet and other occasional meals served to guests and parishioners. Also be responsible for keeping the kitchen and dining area clean and tidy at all times.

Principal duties and responsibilities
1. Welcome and direct guests to respective tables Make sure special needs of guests (incl. allergies, intolerances etc) are taken care of.
2. Prepare fruit and vegetable salads, all other food items and beverages.
3. Ensure all breakfast items are replenished continually and presented in an appealing manner.
4. Clearing, cleaning tables and laying tables.
5. Washing up and drying and inspecting cleanliness of all crockery, cutlery and glassware.
6. Maintain cleanliness throughout the shift practising "clean as you go" procedures.
7. Maintain and clean all kitchen equipment, fridges, freezers, dishwasher etc
8. Ensure all paperwork is up to date at all times.
9. Any other duties as requested by the Manager.

Person specification: **Breakfast/Kitchen Assistant**
Contract Type: Permanent
Salary   £12.00 per hour
Hours of work: 30 hours per week (6am to 11am, six days a week, as well as flexible to
                             include Sunday, Bank Holidays etc)

Experience required
1. Relevant experience in a similar role.
2. Experience in a restaurant or hotel and previous Food Hygiene training would be an added qualification.
3. Must be friendly, professional, and service minded,
4. Be able to multi task and a team worker.
5. Ought to have knowledge and awareness of all health and safety aspects and food hygiene procedures

Competences required
1. An ability to work on own initiative in absence of Line Manager.
2. An ability to work in a small team where necessary.

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required