

Wells Maltings Trust

Job description

Food and beverage assistant/cook

Job particulars

Reports to: Head of Hospitality Services

Direct reports: none

Place of work: Wells Maltings, Staithe Street, Wells-next-the-Sea, NR23 1AU

Contract: Employed position. Freelance or self-employed status is not possible

Hours: 40 hours per week (full time), annualised hours, shift based to deliver the needs of the business following seasonality

Holidays: 28 days per year (inc bank holidays), pro rata.

Salary: up to £24,000 annually

Pension: You will be enrolled in the government's National Employment Savings Trust (NEST) pension, or the Trust will contribute an equivalent amount to your personal pension.

Flexibility: The nature of the role demands that a major part of the job will be during evenings and weekends. Wells Maltings Trust aims to be supportive of family, whilst delivering the needs of the business. The nature of the post does not support home working.

Objectives & responsibilities

- Support in the preparation and service of high quality food and beverage for the Maltings café operation and for events
- With the Head of Hospitality Services, plan, cost, deliver and monitor menus, reflecting market need, our general aims for food supply and service, policies on local supply, Fair Trade and others, and financial targets.
- Take responsibility for maintaining standards of cleanliness and hygiene compliant with legal requirements and our own high standards.
- Required to work as part of a team to deliver exceptional customer service.

Duties and accountabilities

FOOD SERVICE DELIVERY

- To prepare, cook and present food to specified standards.
- To work closely with the Food and Beverage Team to ensure food is prepared and presented in accordance with our high standards
- To assist in planning for functions and hirers.
- To develop menus for café and functions/events that reflect our food and beverage aims and respond to market need

- To assist in costing menus in accordance with quality standards, desired kitchen profit margins, and seasonal supply
- To have an interest in food trends and local supplies
- To have an understanding of allergies, and how menus reflect alternatives to common allergen containing products

SAFETY AND HYGIENE STANDARDS

- To ensure compliance with food hygiene, Safer Food Better Business and Health and Safety at Work standards are maintained.
- To adhere to all operating guidelines for kitchen equipment and follow specified cleaning and operating instructions.
- To record and adhere to the cleaning schedules, and maintain a clean, clear and safe working environment
- Maintain accurate records for allergens present, food supplies, and monitor freezer/fridge temperatures.
- Ensure all crockery and equipment are cleaned and stored appropriately.
- Report immediately to the Head of Hospitality Services or Director any illness of an infectious nature

TEAM WORKING AND CUSTOMER SERVICE

- Supervise and instruct F&B staff members in the use of all equipment and hygiene procedures, giving help and guidance where appropriate.
- To communicate changes to the menu with staff through prompt briefings and sampling.
- Support the front of house team during busy times by working tables and serving hot and cold beverages as relief
- Operate EPOS and cash handling systems effectively and efficiently
- Maintain and improve your professional knowledge and competence through mandatory training days/courses, on or off site, as and when required.

GENERAL

- Work methodically, transparently and effectively, respecting the collaborative culture of the organisation, and demonstrate meticulous attention to detail
- Observe and promote the Trust's policies and procedures
- Act as an advocate and ambassador for the Trust always
- Attend and contribute to company meetings
- To maximise income and minimise expenditure wherever possible without jeopardising the quality of the work or the reputation of Wells Maltings
- Perform any other duties commensurate with the post, as the Director shall from time to time determine.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Wells Maltings reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share with us the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ Formal education, to GCSE/NVQ level 2, including English and Maths ○ Minimum two years' F&B and/or kitchen experience ○ Food Hygiene Certificate 	
Knowledge	<ul style="list-style-type: none"> ○ ICT systems literacy ○ Understanding of menu costing and GP% ○ Knowledge of financial record keeping requirements and practices 	<ul style="list-style-type: none"> ○ EPOS systems knowledge ○ First aid training ○ Manual handling training ○ Knowledge of food trends ○ Knowledge of the local area
Skills and personal qualities	<ul style="list-style-type: none"> ○ Experience of preparing, cooking and serving food to specified standards. ○ Experience of cook-to-order catering in a café setting ○ Ability to work on own initiative as well as being a team player ○ Sensitive palate ○ Creativity and flair for presentation ○ Calmness under pressure ○ Highly organised with ability to plan ahead ○ Attention to detail ○ Focused on managing multiple priorities ○ Team player ○ Commitment to the aims of Wells Maltings and its values 	<ul style="list-style-type: none"> ○ Banqueting and buffet experience ○ Supervisory experience ○ Interest in the culture programming of Wells Maltings
Other	<ul style="list-style-type: none"> ○ Clean and smart appearance ○ Flexible approach to work and hours ○ Desire for professional development 	

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