

JOB DESCRIPTION – FOOD PREP ASSISTANT

TITLE:	Food Prep Assistant
REPORTS TO:	Deputy Café Manager
SALARY:	National Living Wage
HOURS:	Minimum 18-hour contract, including some weekends and bank holidays.
SUPERVISION/LINE MANAGEMENT OF:	N/A
PRIMARY ROLE:	To support the kitchen and café team by preparing high-quality ingredients for the Play Barn Kiosk and assisting in the smooth operation of our food service at Occombe Farm.
MAIN RESPONSIBILITIES:	<ul style="list-style-type: none"> • Prepare ingredients for service including salad bowls, sandwich fillings and wraps, pastries, desserts and other prep tasks as required. • Follow food hygiene and safety procedures, including correct food storage and labelling. • Keep prep and storage areas clean, organised, and compliant with health & safety standards. • Assist with cleaning down the kitchen at the end of day • Monitor and rotate stock to minimise waste and maintain freshness • Support with deliveries – receiving, checking and storing items safely • Washing up during service and as part of closing routine • Report health and safety hazards and incidents to a Supervisor or Manager • Support café service and other Occombe departments when required
OTHER:	<ul style="list-style-type: none"> • Role includes some lifting, use of kitchen equipment, and exposure to hot/cold environments and varying noise levels.

TORBAY COAST AND COUNTRYSIDE TRUST

Person Specification CUSTOMER SERVICE ASSISTANT

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Food Hygiene Certificate (Level 2)	NVQ in Catering or Food Prep
EXPERIENCE	Previous food prep or kitchen work	Experience in a fast-paced kitchen
KNOWLEDGE	Basic food safety and hygiene Understanding of allergens COSHH awareness	
SKILLS	Good communication Ability to follow instructions Time management and multitasking Attention to detail	
DISPOSITION	Personable and friendly with a flexible approach to work. You will have a passion for inspiring people and delighting our visitors. You will act as an ambassador for Ocombe Farm.	Reliable and enthusiastic Team player with a flexible attitude Passion for good food and customer experience

Torbay Coast & Countryside Trust

Registered Charity No: 1077561 Company Reg No: 03757410 Vat Reg No: 945 6807 85

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Torbay Coast & Countryside Trust is a local independent conservation charity that cares for over 1,700 acres of Torbay's most beautiful natural spaces including Ocombe Farm, Cockington Country Park, Berry Head National Nature Reserve and a host of tranquil bluebell woods, flower-rich meadows, traditional farmland and stunning coastal cliffs and pathways.