

JOB DESCRIPTION – KITCHEN ASSISTANT

TITLE:	Kitchen Assistant
REPORTS TO:	Head Chef
SALARY:	National Living Wage
HOURS:	32 hours per week, including weekends and bank holidays
SUPERVISION/LINE MANAGEMENT OF:	N/A
PRIMARY ROLE:	To provide a welcoming, friendly, and high-quality catering service to customers at Ocombe Farm, supporting the delivery of our freshly prepared menu in a busy kitchen known for its exceptional breakfasts.
MAIN RESPONSIBILITIES:	<ul style="list-style-type: none"> • Assist chefs with all aspects of cooking and food preparation, particularly during busy breakfast and lunch service. • Support the catering team to ensure a smooth, efficient kitchen operation. • Cook and assemble menu items to a high standard under the supervision of the Head Chef. • Ensure food preparation and cooking stations are kept clean, organised, and meet hygiene standards at all times. • Support pot washing and general kitchen cleanliness. • Assist with maintaining food safety standards, including allergen controls, equipment safety, and daily checks. • Help monitor stock levels and communicate inventory needs to chefs. • Support the Head Chef and wider team in other duties as required
OTHER:	<ul style="list-style-type: none"> • The role involves some manual handling, use of kitchen equipment, and working in a busy, sometimes noisy environment.

TORBAY COAST AND COUNTRYSIDE TRUST

Person Specification KITCHEN ASSISTANT

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	N/A	<ul style="list-style-type: none"> NVQ in Food Preparation, Catering or Customer Service, Food Hygiene or H&S Training
EXPERIENCE	<ul style="list-style-type: none"> Previous experience working in a professional kitchen, café, or catering setting. 	
KNOWLEDGE	<ul style="list-style-type: none"> Basic food preparation and health & safety awareness 	<ul style="list-style-type: none"> Food hygiene Allergen COSHH
SKILLS	<ul style="list-style-type: none"> Strong cooking and prep skills Excellent attention to detail Good organisational and communication skills Ability to work quickly and calmly under pressure Effective team player Numerate 	
DISPOSITION	Friendly, hard-working and flexible approach to tasks. Passionate about good food and great service. Willing to learn and committed to high standards. You will act as a positive ambassador for Ocombe Farm.	

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.