

## JOB DESCRIPTION – WEEKEND KITCHEN ASSISTANT

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

# TORBAY COAST AND COUNTRYSIDE TRUST

## Person Specification KITCHEN ASSISTANT

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	N/A	<ul style="list-style-type: none"> <li>NVQ in Food Preparation, Catering or Customer Service,</li> <li>Food Hygiene or H&amp;S Training</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience working in a professional kitchen, café, or catering setting.</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Basic food preparation and health &amp; safety awareness</li> </ul>	<ul style="list-style-type: none"> <li>Food hygiene</li> <li>Allergen</li> <li>COSHH</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Strong cooking and prep skills</li> <li>Excellent attention to detail</li> <li>Good organisational and communication skills</li> <li>Ability to work quickly and calmly under pressure</li> <li>Effective team player</li> <li>Numerate</li> </ul>	
<b>DISPOSITION</b>	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.