

Job Title: Kitchen Assistant	Reports to: Chef de Partie, Junior Sous, Sous Chef, Head Chef
Department: Kitchen	Hotel: Doolin Inn
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Position Overview:

The Kitchen Assistant will work in a busy kitchen, and will work in section of kitchen required under the supervision of senior chef. This may also include services such as Kitchen Sanitation, Kitchen Maintenance, Food Preparation, Food Service, Deliveries, Wash Up.

You will be required to assist in deliveries, complete check lists such as HACCP, adhere to our SOP's and consistently deliver a quality product. Ensure all phases of food production, quality, portion control and service for the shift..

Live the Service Excellence Philosophy, Carry out the Hotels Service Promise and follow its Core Values. If you are not servicing a guest directly, you are serving the guest indirectly by helping your fellow team member.

Essential Functions

- To arrive for work on time, in full uniform, well groomed with a high standard of personal hygiene and maintain such appearance throughout the working shift.
- Prior to starting shift, have full knowledge of what is required for the days shift, and what mise en place must be completed for the days ahead. High light to senior chefs any shortage or low stock products / ingredients / prep.
- "Clean as you go", keeping work areas clean, neat and tidy throughout shift and service. Ensuring safe practices at all times and health and safety standards are maintained.
- Ensure section is set up and ready for each service period, fully stocked and mise en place ready to meet the shifts demands.
- Ensure all food / ingredients are stored correctly in designated areas including covers, labels and dates, using the proper containers to protect against waste and spoilage.
- Ensure products meet the required quality and standard expected. Do not use or accept delivery of inferior products and notify Senior chef on duty of any issues.
- All dishes prepared follow the recipes are seasoned and presented correctly. Do not serve inferior dishes.
- Inform Senior Chef on duty of any issues or complaints and if Senior Chef not on duty, relay via SOP.
- Keep up to date with any new menu items or SOP's. Attend training when required.
- Follow FIFO (First in First Out) stock rotation.
- Help other sections in the kitchen where possible. Teamwork is very important.
- Adhere to the service promise, standards and core values of the hotels and kitchen as laid out in your training manual
- To be "Environmentally aware", especially food wastage and energy usage. Ensure lights are turned off when not needed, separation of recyclable and landfill is adhered too, water taps or electrical equipment are not left on when not in use etc.
- Ensure all crockery and kitchenware is kept clean and in good condition, and ready when needed by the kitchen team.

Other Job Functions:

- Interact positively with customers and employees, promoting hotel facilities and services.

- Greet the guest in a friendly and courteous manner, calling by name whenever possible, acknowledge guests even in passing.
- To assist and support other members of the team were deemed necessary in the interest of the customer, the company and the reputation of the company
- To take ownership of issues and problems and resolve difficulties where possible and to seek advice and assistance if required.
- To use own initiative in the interests of the Inn, it's guests and other team members.
- To carry out duties in a safe and hygienic manner with due care and consideration for others and to comply fully with fire, health, hygiene, safety, security requirements.
- To adhere to the employee handbook
- Come to work in a positive attitude living the hotels service promise to our guests of "exceeding the guests expectations" and "improving a little every day"
- Maintain all in house and future customers confidentiality and complies with all the hotels GDPR policies.
- To perform any other duties as may be reasonably requested by management from time to time.

Essential Skills:

- Strong command of English
- Previous kitchen experience desirable

Desired Qualifications and Skills:

- Previous held position in a similar property
- Knowledge of HACCP and food safety practices

Employee Benefits:

- Competitive wage
- Portion of Restaurant tips if working evening service.
- Staff discount for using Inn facilities.
- On shift meals
- The chance for future career development and training opportunities

Note: This job description is not intended to be all-inclusive. It gives a general statement on the role of the position and what to expect in the position. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Employee Signed: _____ Managers Signed _____

Name (block): _____ Name (block): _____

Date: _____ Date: _____