

Kitchen Assistant Job Description from July 2022 16 hours/week

Job title	Kitchen Assistant
Department/section	Hospitality Area
<p>Main purposes of the job</p> <ol style="list-style-type: none"> 1. To support Braziers' Business ventures by ensuring a comfortable and welcoming experience for our guests 2. To purchase the food and other products to ensure the above and facilitate the resident community to maintain the kitchen during non-guest periods 3. To plan and manage the workload in conjunction with Community meeting and the Community Coordinator in a friendly and efficient manner 4. Collaborate with the community meeting to develop and enhance our education programme 	<p>This is a supporting role. The focus of this supporting role is to assist the Hospitality Convenor with the work in and around the kitchen.</p> <p>Working with volunteers is a part of this job. This could involve induction of volunteers and teaching them skills.</p> <p>All our residents and workers are asked to consider how they can support our education programme. This might be by direct teaching but equally could be through hosting or friendly interaction with our course participants, perhaps by explaining Braziers or community living</p>
<p>Key tasks</p> <ol style="list-style-type: none"> 1. Cook guest meals 2. Preparations for guests 3. Purchasing 4. Sustainability 5. Formal and informal training 6. Working with volunteers 7. Health and Safety in the kitchen 	<p>By ensuring that ingredients required are always available for both guest weekends and our own education weekends and for the community to cook for themselves at other times.</p> <p>Be aware of our own seasonal garden produce and ensuring that best use is made of it before buying in supplies, by working in collaboration with our grower.</p> <p>Help to order in provisions with a focus on local, seasonal and organic foods and kitchen materials and equipment and to keep stocked and reorder all necessary household items with an agreed budget.</p> <p>Being aware of the Booking schedule and ensure preparations for each Booking and internal event are made in good time.</p> <p>Ensuring hygiene and Health and Safety is understood and maintained by all, in all kitchen-related activities.</p> <p>Ensuring that food handling processes demonstrate best practice: checking use-by dates, fridge temperatures et.</p> <p>Ensuring good waste management through appropriate composting, recycling and reusing of items.</p> <p>Undertaking relevant training as appropriate. Volunteers will be key to the smooth running of the work area</p>

<p>Key result objectives</p> <ol style="list-style-type: none"> 1. To ensure satisfied guests give constantly positive feedback about meals, service and the hospitality in general 2. To live and work in a harmonious, self-managing group 3. To support Braziers' education, research and public benefit 	<p>Attend morning meetings on workdays Attend area meetings and at least 80% of weekly Community meetings Attend training and induction sessions as necessary Demonstrate a commitment to community living by abiding by the Code of Conduct and Expectations of being a member of the Resident Community Although it is expected that most of your working hours will be engaged in your primary role, you may at times be asked to support our courses and venue business in other ways, for instance hosting guests and keeping public rooms clean during guest weekends Our Education Convenor will look to the Community Meeting for support in creating and offering an annual programme of events. Braziers expects all residents and workers to contribute to this. We have periodic open days and all residents and workers are expected to contribute to these. Learn about and help to develop, through the Sensory/Executive process, the aims of Braziers Park of Integrative Social Research (BPSISR)`</p>
<p>Responsible for staff/equipment</p>	<p>As a community we are responsible for each other's emotional and physical wellbeing. All residents share responsibility for the furniture, fittings, equipment and other property belonging to BPSISR and for the security of the buildings.</p>
<p>Reporting to...</p> <p>Hospitality Convenor Community Co-ordinator Community Meeting</p>	<p>You will work in collaboration with the Hospitality Convenor and the Hospitality area. You will share the responsibility to co-manage effectively through the Community Meeting. You will be employed by BPSISR. The Trustees (Committee of Management) will expect you to complete timesheets and attend periodic review meetings. CoM rarely does so, but reserves the right to directly manage your job role.</p>