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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Kitchen Assistant

**GRADE:** £12.82 - £12.96 per hour

**HOURS:** Various contracts available. Shifts will involve some evenings, weekends and bank holidays.

**LOCATION:** Inverness Castle Experience

**HOME WORKING**: This post is not suitable for home working

**RESPONSIBLE TO:** Head Chef

**JOB PURPOSE:** The role will focus on supporting the chefs with food preparation to a high standard. Working positively and collaboratively with the wider Inverness Castle Experience team and High Life Highland. Supporting the delivery of excellent quality and standards at Inverness Castle Experience.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Actively promote a positive and collaborative workplace culture that supports the Charity’s purpose of Making Life Better and i-care values to increase morale, productivity and performance.
2. To assist with all aspects of food preparation using technical ability and skill to support any of the chefs for any aspects of our food service offering including special events.
3. Assist with presentation to a high standard as detailed on the menus and as directed by chefs.
4. Be aware of food costs and avoid wastage by making careful choices on food portions and perishability, liaising with chefs.
5. Ensure all activities are carried out in accordance with Food Safety Standards, specifically using the CookSafe model, reporting any problems to the senior chef/chefs.
6. Use specialist equipment only once trained, following specific guidance and instruction and health and safety procedures.
7. Follow food hygiene regulations.
8. To monitor and ensure the cleanliness of the kitchen, including equipment and toilet facilities.
9. Dispose of any broken crockery or glassware correctly and safely and clean up the area affected.
10. Report any maintenance or repairs promptly to a chef for corrective action.
11. To consult with chefs and inform of any issues or improvements that may contribute to the effectiveness, security or efficiency.
12. Pursue any action points arising from a review or performance appraisal.
13. To carry out specific cleaning tasks, as directed by the chefs, maintaining high standards of cleanliness and food hygiene.
14. To support kitchen porters or chefs, putting deliveries away securely, lifting, carrying and movement as required following manual handling guidance and food hygiene regulations ensuring they are stored correctly and to a high standard, highlighting any low stock to the chefs.
15. On occasion to process used dishes, pots, pans, glassware and cutlery to be washed, dried and put away safely in the correct place.
16. To work on a rota basis, be responsible for knowing own shifts in advance and includes evenings, weekends and bank holidays.
17. To carefully follow health and safety systems of work, policies and procedures (including, Normal Operating Procedures, Emergency Action Plans, COSHH, Risk Assessments) ensuring instructions and guidance are followed at all times.
18. Pursue continuous professional development and contribute to the continuous improvement of Inverness Castle Experience.
19. Attend and undertake any training online or in person.
20. Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
21. Assist with supporting the chefs with any reasonable request, as directed.
22. To assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness and working cross-functionally across the Inverness Castle Experience team.
23. To undertake all tasks in accordance with High Life Highland policies and procedures, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

**Other Duties:** You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Kitchen Assistant

**LOCATION:** Inverness Castle

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

**EXPERIENCE**

* To have worked in an efficient kitchen with a high focus on quality and presentation of dishes
* To have a minimum of 1 years’ experience in a kitchen environment that includes bulk preparation of meals

**EDUCATION AND QUALIFICATIONS**

* Elementary food hygiene certificate

**SKILLS/ATTRIBUTES GENERAL**

* Be able to work on own initiative as well as within a team
* Be able to deliver upon instructions
* Be able to work well under pressure
* Be able to plan, priorities and multi-task

**SKILLS/ABILITIES SPECIFIC TO THE POST**

* An ability to anticipate and adapt to customer demands/requirements in the industry
* Strong and reliable work ethics

**INTERPERSONAL AND SOCIAL SKILLS**

* Excellent communication skills;
* An enthusiastic and positive attitude;

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*

May 2025