



## JOB DESCRIPTION

Morecambe FC – Kitchen Assistant	
Department	Hospitality & Events
Reports to	Head Chef
Contract	Part time
Location	Mazuma Stadium, Morecambe, LA4 4TB
Full terms of agreement	To be discussed upon successful application
Hours of work	16 hours per week including evening, weekend and bank holiday work. At peak periods in the year, opportunities for additional work could be available.
Remuneration	National Minimum Wage
Holiday entitlement	20 days per annum, plus 8 bank holidays (pro-rata for part time staff)
Key internal relationships	Head Chef, Head of Hospitality & Events, Kitchen Staff, Events Manager
Purpose of the role	This is a varied role where you will be assisting the Head Chef in food preparation and ensuring the kitchen and other areas and kept clean, tidy and adhere to our health and safety standards.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Cleaning and sterilising countertops, kitchen walls, stoves, ovens, grills and sinks</li> <li>• Cleaning the entire kitchen once it is closed to ensure it is ready for the next day</li> <li>• Maintaining the food storage areas like freezers and refrigerators</li> <li>• Receiving deliveries and organising them in the kitchen</li> <li>• Washing dirty dishes like cutlery, pots, cutting boards and pans or loading dishes into the dishwasher</li> <li>• Removing kitchen waste from waste containers and disposing of them properly</li> <li>• Cleaning and maintaining cooking equipment like cookers, pots and food mixers</li> <li>• Supporting the Head Chef in basic food preparation like cutting ingredients, peeling and washing food items</li> <li>• Providing assistance to Prep Cooks and other kitchen staff, as needed.</li> </ul>

## PERSONAL SPECIFICATION

		Essential	Desirable
<b>Knowledge &amp; Experience</b>			
	• Experience of working in a fast-paced kitchen		✓
	• A desire to learn and develop within the catering industry	✓	
<b>Personal Qualities &amp; Skills</b>			
	Interpersonal skills – must be a consistent team performer and able to	✓	

	forge excellent working relationships		
	Have a polite and courteous manner and a personable approach	✓	
	Energetic and forward thinking	✓	
	Can offer solutions to problems, using initiative and common sense	✓	
	Willing to work in high pressure situations	✓	
	Confident, positive and happy speaking/interacting with people	✓	
	Be organised and have good time management skills	✓	
	Reliable and dependable at all times	✓	
	Honest, reliable and trustworthy	✓	
<b>Safeguarding &amp; EDI</b>			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All Employees are subject to DBS checks, with our safeguarding officer	✓	
	To behave in an inclusive and respectful way, representing the positive EDI values of the Club at all times	✓	
<b>Other</b>			
	A willingness to learn and develop as an individual through CPD	✓	
	Applicants must be over the age of 18	✓	

*The Employee must at all times carry out his/her responsibilities with due regard to Morecambe FC policies and procedures.*

*The Employee must act to protect all young people and vulnerable adults that are in their care, following the Club's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager. The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees, Employee and customers.*

*The above Role Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.*