

Position: Catering Assistant (driver)
Responsible to: Kitchen Supervisor & Food Services Manager

Purpose of the Job

To be a key member of the kitchen team, ensuring efficient production of high quality food for Space Community Café and external catering events.

To make any deliveries or collections that are required for Space Kitchen activities, with the safe and efficient use of company vehicles.

Key Duties

- Preparing and serving a variety of food and drink within Space Community Café and for events, with a friendly and professional manner.
- Accurate cash handling, using the till for sales and assisting with daily cash up.
- Take part in the induction of trainees and volunteers.
- Maintain accurate HACCP records & COSHH standards
- Follow food hygiene regulations including appropriate preparation methods, cleaning standards, stock rotation and storage.
- Carry out any deliveries and collections required for the kitchen.
- Support requests where possible for deliveries and collections from other projects across the organisation.
- Maintain company vehicles: cleanliness, fuel usage/charging, logging mileage, coordinating services and repair work.
- Carry out other duties, within your skills set, as requested by the management team.

Team work & Behaviours

- Communicate and engage with all of our projects to promote team work
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Nurture a culture of kindness
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training deemed appropriate for the role

Line Management

Report to the Kitchen Supervisor on a shift basis. Attend regular support & supervision with the Food Services Manager.

Person Specification

Knowledge skills and experience	
Minimum 1 years' experience of working in a professional kitchen or catering environment	Essential
Hold a full, clean driving license	Essential
Be confident and comfortable driving a van	Essential
Experience of HACCP record keeping	Essential
Demonstrate excellent customer service standards	Essential
Ability to use initiative and work with minimum supervision	Essential
Excellent English communications skills	Essential
Hold a basic food hygiene certificate	Essential
Experience of working with volunteers	Desirable
Experience of working within the voluntary sector	Desirable
Values & Attributes	
Have flexibility around working hours and be willing to work some evenings and weekends	Essential
Have a can do attitude, be adaptable and ready to learn new skills	Essential
Have a calm, patient and respectful nature	Essential
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Have appreciation for the impact of, and desire to work in, the Voluntary Sector	Essential