

JOB DESCRIPTION

POSITION	Kitchen Assistant
REPORTS TO	Executive Head Chef
DEPARTMENT	Food & Beverage
DIRECT REPORTS	n/a

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

To predominantly assist in the morning preparation of food/ sandwiches required for coffee shop and café at the GSC.

To ensure customer satisfaction in our food and beverage services.

Preparing food for the café, coffee shop and corporate events according to Food Hygiene and Health and Safety Standards.

KEY RESPONSIBILITIES

- To help prepare selected menu items/ sandwiches for both the café and coffee shop opening in the morning.
- To ensure food is prepared in a timely manner to a head chefs standard
- Monitor portion control and waste control to maximise profit margins.
- Maintaining standards around product quality and prep area cleanliness
- To clean and tidy all kitchen/catering areas and equipment daily and weekly in accordance with the kitchen cleaning schedules.
- To receive deliveries and distribute to the designated area, checking temperatures and condition of goods in accordance with GSC Food Hygiene standards.
- To maintain departmental standards of food production, cleaning, hygiene and health and safety.
- To be aware of targets and GP's.
- To assist with food stock counts. To properly maintain the kitchen through a system of cleaning, proper care and maintenance. To be professionally presented at all times and maintain good hygiene.
- To meet with the head chef's requests in a prompt and professional manner.
- To comply with reasonable requests made by colleagues on behalf of customers.
- To take interest in service standards and all aspects of the customer experience.
- To carry out other reasonable duties/tasks as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION		
Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Elementary food hygiene certificate		x
Previous experience working in a kitchen and professionally handling food.	x	
Basic IT skills		x
Strong communication skills	x	
Ability to work as part of a team with a willingness to work autonomously	x	
Ability to provide high quality customer service	x	
A good understanding of GSC and its mission		x
Personal Qualities		
<ul style="list-style-type: none"> • Display passion for food and for quality produce. • A friendly, professional and hardworking attitude. • Must be able to work mornings, most shifts will be 7am start. • A genuine enthusiasm for GSC with commitment to GSC's vision, mission and values. • Well presented in accordance with GSC uniform policy. • A flexible approach to meet overall deadlines and needs of GSC, both within and out-with your own department 		