

# Casual Assistant Chef

*Job Description / Person Specification*

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**Reading**  
Borough Council  
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## Job Description

**Job Title** Casual Assistant Chef

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**Location** Reading Town Hall

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**Grade/Salary Range** RG4b SCP 11 fixed - £11.27 Per Hour

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**Service/Directorate** Town Hall & Museum/Economic & Cultural Development  
Directorate of Environment & Neighbourhood Services (DENS)

### Job Purpose

1. In the absence of the chef, manage the day-to-day kitchen operation to a consistently high standard ensuring that the premises and all equipment are maintained to a high standard of cleanliness and safety with any non-conformance reported to the Operations Co-ordinator.
2. To support the chef to in the delivery of a professional catering service, ensuring the delivery of excellent customer service.
3. To work closely with other teams to create greater internal connectivity acting on ideas to provide maximum value for money.

### Designation of Post and Position within Departmental Structure

1. The post reports to The Head Chef.

### Main Duties and Responsibilities

#### Operational

1. Support the chef in supervising activity within the kitchen, ensuring the service is operating effectively including cleanliness and presentation of food.
2. Support the chef in the efficient planning and ordering of all food supplies.
3. Support the chef in preparation of food orders for all functions, conferences weddings and special events, ensure that all aspects of the requests are met in order to provide a high standard of service to customers.
4. Assist in monitoring food stock levels ensuring rotation is maintained and all storage requirements are in accordance with food hygiene regulation and the Food Safety Act 1990.
5. Support the chef in maintaining excellent administration, including stocktaking, weekly menus, theme days, menu costing analysis, budget workings records.
6. Assist in monitoring and recording wastage.
7. To abide by the Museums Association Code of Ethics for Museums and to deliver excellent customer service in line with Reading Borough Council Policy.

#### Team Work

8. Ability to take charge in the absence of the chef, working to the main aspects of the Chefs Job description.

9. Support effective cross team working to create greater internal connectivity acting on ideas to provide maximum value for money.

### **Scope of Job (Budgetary/Resource Control/Impact)**

1. To check and receipt goods and invoices.
2. To undertake other duties that may be reasonably required relating to the development of the business.

### **Special/Other Requirements/Responsibilities of this Post**

*Level of DBS check required for this post*

No Check Required

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*If \*, does the post require a check against the list of people barred from working with vulnerable adults?*

N/A

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*If \*, does the post require a check against the list of people barred from working with children?*

N/A

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*What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)*

N/A

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*Is this post “politically restricted”?*

NO

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*Responsibility for Health & Safety:*

LEVEL 2

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*Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified*

N/A

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*Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above*

N/A

# Person Specification

## Qualifications/Education/Training

1. Qualified to NVQ Level 3 or City and Guilds Level 706/2, 706/3 or an equivalent qualification
2. Advanced Food Hygiene Certificate and a working knowledge of Health & Safety legislation

## Experience

1. Experience in working in a busy kitchen
2. Experience in providing excellent customer service
3. Experience in financial, administration & stock control
4. Experience in cross cultural team working
5. Awareness and understanding of Health and Safety responsibilities.

## Skills, Abilities & Competencies

1. Excellent customer service skills - ability to remain calm in emergency situations and under pressure, remain polite and professional at all times
2. Good interpersonal skills - imparting with and listening to information to ensure customers satisfaction
3. Ability to monitor, manage and administer financial, administrative and stock records
4. Ability to demonstrate gross profit percentage calculations when costing menus
5. Ability to use IT competently - Word, Spreadsheets and complete training for Artifax, Oracle and other packages
6. Ability to project a positive attitude
7. Ability to multi task
8. Ability to co-ordinate and organise own time management to meet deadlines
9. Ability to carry out heavy lifting
10. Ability to clean

## Specific Working Requirements

1. Able to work weekends, Bank Holidays and evenings
2. Must present a positive and enthusiastic image of the service provided
3. Commitment to corporate, directorate and service policies including equal opportunities
4. Must present a neat and clean personal appearance.