



**Job Title:** Kitchen and Tearoom Assistant at Middle Farm

**Responsible to:** Tearoom Supervisor

**Days and hours of work:** – Saturdays and Sundays with additional hours available in school and public holidays. 10:00am until 4:00pm.

**Main Purpose of job:** To provide a warm welcome to all visitors with the highest possible levels of customer service in order to promote the best of local seasonal food and drink

**Key responsibilities and requirements:**

- To be courteous to members of the public and other team members at all times
- To begin work promptly at the required time and be appropriately dressed at all times
- To tie back hair tidily (where necessary), wear only appropriate jewellery and **no** nail varnish
- To fully comply with all Health and Safety and Food Hygiene regulations **at all times**
- To gain the best possible knowledge of the food and drink served
- To update food hygiene qualifications as required
- To communicate clearly with customers, suppliers and other team members
- To ensure that **always** at the end of the day the restaurant and restaurant courtyard are swept and left free from litter, ready for efficient set-up the following day

**Tasks:**

- To always greet customers courteously and with a smile.
- Helping kitchen staff whenever needed.
- Filling up shelves and displays in the bakery with cakes and other goods.
- To clear and clean tables promptly and efficiently (as soon as they are vacated) and advise Tearoom serving staff when new customers arrive.
- To wash up promptly to avoid a backlog
- To maintain a clean and tidy environment at all times in the restaurant, restaurant courtyard, preparation areas **and** washing-up area
- Other tasks, as required