# **JOB DESCRIPTION**

**Post:** **Cooking Assistant** (Dyfi Wildlife Centre, Caffi Ty Maenan)

**Reporting to**: Catering Manager, Caffi Ty Maenan

**Contract:**  **Negotiable**

**Place of work:** Caffi Ty Maenan, Dyfi Wildlife Centre**,** Cors Dyfi Nature Reserve.

**Statement:** Caffi Ty Maenan at The Dyfi Wildlife Centre (DWC) Cooking Assistant is responsible for the smooth daily operation of the Centre’s café kitchen, including front of house duties. Supporting and overseeing volunteers (in coordination with the Catering Manager) to ensure visitors receive the highest level of customer service possible. Also, work with the Catering Manager to maintain an interesting menu for the Cafe based on local and Welsh produce. Most importantly work to maintain high standards of Food Hygiene and oversee all cleaning procedures. Work with the Catering Manager to maintain this along with paperwork and stock levels.

 **Main duties:**

* Mainly based in the Café Kitchen – Preparing daily dishes, and help to support and plan for days absent.
* To help fill out food safety paperwork, cleaning, making cake, bread and daily dishes. To help support the front of house staff with coffee and cold drinks if needed.
* Train volunteers on the daily kitchen procedures and cleaning routines
* Supervise the responsibilities with regards to Food Hygiene Regulations.
* Supervise Health and Safety in the kitchen
* Responsible for keeping kitchen area clean, neat and orderly.

 **Additional Duties:**

* As required take responsibility for day-to-day operations of Caffi Ty Maenan including: opening up, using the till system, cashing up, closing up and cleaning as required
* Helping deliver the Conference and Banqueting menu for events with the team- and working any events that may run over normal working hours.

 **Brand and profile:**

* Advocate and promote the work of MWT in general and to encourage returning customers-by the wording of menus etc, e.g. by promoting local suppliers .
* Promote the Dyfi Wildlife Centre, Dyfi Osprey Project, Cors Dyfi reserve, MWT and the Wildlife Trusts as a whole

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## **Other factors**

* Normal working hours are between 9:00am and 5:00pm with lunch break. The nature of the post requires some evening and weekend commitments. These are regarded as an integral part of the kitchen assistants responsibilities for which time off in lieu will be available
* There are no undue physical requirements integral to the post

# **General**

The ability to work within the small staff team is essential, as is the ability to manage, enthuse and generate volunteer support, which will be fundamental to the success of the project going forward. A mature and diplomatic approach is essential.

**Essential Skills**

-2 years of demonstrable experience in a kitchen environment

-Excellent Communication Skills

-Experience of working in a busy café

**-** Knowledge of regulatory requirements associated with food hygiene, licensing law, Premises license, trading standards

**Desirable Skills**

-Experience working with Volunteers

-Ability to communicate Bilingually

Contact-Catering Manger- nadine@montwt.co.uk

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