

## JOB DESCRIPTION

### JOB DETAILS

Job Title: Kitchen Team Member

Reports to: Kitchen Team Leader

Job Holder:

Date: July 2015

### JOB PURPOSE

To prepare and produce Hummingbird's product range each day within the branch kitchen, using fresh ingredients, ensuring a consistently excellent standard of quality as regards preparation, baking and decoration, whilst working effectively and efficiently to meet production targets and schedules for stocking and replenishing the shop counter.

### KNOWLEDGE, SKILLS, EXPERIENCE & KEY COMPETENCIES REQUIRED

- Advanced baking skills achieved either via a college training module or from working in a commercial bakery;
- Experience of working in an artisan luxury food retail environment, would be an advantage;
- Good basic standard of literacy and numeracy;
- Good basic working knowledge of food hygiene legislation; a formal food hygiene qualification at level 1 would be an advantage;
- Good basic command of spoken and written English; able to communicate effectively with management and colleagues, many of whom do not have English as their first language. Able to understand written instructions in English;
- Team player with the ability and willingness to work collaboratively and professionally with colleagues at all levels both within the branch and throughout the company.

## **MAIN RESPONSIBILITIES**

### **Production**

- To check the daily baking schedule and to undertake the product production activities assigned to them for that shift, including mixing, scooping, baking and decoration to meet the branch's daily production schedules;
- To produce a consistently excellent quality of product, adhering with the processes set out in the baking manual and using the correct ingredients. To deliver a standard of product decoration and general presentation that is in line with the Hummingbird standards of excellence;
- Working collaboratively with the kitchen team leaders and the front of house team, to produce fresh batches of product, as required, in a timely and efficient manner throughout the shift to replenish the counter. To work as directed to avoid either potential lost sales because an item(s) has sold out or overproduction resulting in wastage;
- To participate in the daily quality control of products and report any issues to the Kitchen Team Leader.
- To proactively record all wastage, accurately, on a daily basis.

### **Food hygiene and health & safety**

- To wear the uniform and all PPE provided, ensuring it is kept clean and presentable at all times;
- To ensure that their work station is kept clean and hygienic at all times and is maintained in tidy and organised manner;
- To participate in the daily and weekly deep clean of the kitchen, completing the relevant paperwork as required;
- To clear away any spills and/or breakages immediately, in accordance with company procedures, ensuring that any signs, for example a wet floor sign, are displayed promptly and prominently to ensure the safety of others;
- To adhere to the correct procedures for accurate food labelling and to monitor the temperatures in the 'fridges and cool stores, reporting any issues immediately to the Senior Kitchen Team Leader or Team Leader;
- To use all equipment and machinery in the correct manner, in compliance with both company procedure and safe systems of work, and any manufacturer's instructions. To report immediately to a member of the management team any faulty or damaged equipment and/or any potential hazards.

### **General**

- To report for work on time in accordance with the staffing roster; to adhere to the correct notification procedure if likely to be unavoidably absent or late that day;

- To complete a time sheet promptly, accurately and in full at the end of every shift and to submit it to the management team;
- To attend and participate proactively in the quarterly branch staff meeting; to actively give feedback, to raise any issues and to contribute ideas and suggestions that may enhance the branch's performance;
- To undertake any other reasonable duty as required by the Company.

#### **COMMUNICATIONS AND WORKING RELATIONSHIPS**

- Colleagues within the branch and within Head Office and other branches
- Customers

#### **JOB DESCRIPTION AGREEMENT**

Job Holder's Signature:

Date:

Manager's Signature:

Date: