**The Highfield Group**  
Job Description

Highfield Coffee Social Cook Assistant

**Document Control**

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We’re currently on the hunt for a full-time cook assistant to become a cherished member of the Highfield Coffee Social family!

At Highfield Coffee Social, it’s all about great food and great vibes. Our team embodies a warm and supportive community, which we strive to extend out to all our customers. We’re seeking someone who not only possesses a genuine passion for the culinary arts but also brings the unique perspective of working closely within a fun and friendly team.

This is an extraordinary opportunity to be part of our new culinary journey. While previous kitchen experience is advantageous, what matters most to us is your enthusiasm to learn and to contribute. We highly value collaboration and teamwork, so your ability to seamlessly integrate into our family-like dynamic is essential. As we believe that a positive demeanor enhances every aspect of our workspace, we encourage you to bring your sunny disposition to work every day!

Our coffee shop’s menu is packed full of healthy and awesome food - we’ve got amazing breakfast sandwiches and eggs that are toasted to perfection, and lunchtime is all about yummy soups, tasty sandwiches, paninis that pack a punch and cozy jacket spuds to warm your soul. We need your culinary talent and passion for creating delicious dishes to turn this menu into a reality, while working alongside the chef and your fellow team to do so.

With a significant number of our team members having been dedicated to Highfield for over a decade, we take immense pride in the familial environment we’ve cultivated. Our work setting encourages open communication, teamwork and a strong sense of belonging. Your ideas are not only valued but encouraged, creating an atmosphere where every voice matters.

Embracing the principle that work should be enjoyable, we’ve woven elements of fun into the fabric of our culture. Highfield Coffee Social is more than just a workplace – it’s a space where your colleagues become friends and your tasks become enjoyable challenges.

If that wasn’t enough, you’ll also be entitled to a fantastic range of perks. Our premises boast an on-site gym to keep you energised, on-site showers and convenient parking options. Plus, you can enjoy the pleasure of sipping freshly brewed Darkwood’s coffee during your shift and have the privilege of trying our delectable offerings at a discounted rate.

# JOB DESCRIPTION

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| --- | --- |
| Job Title | Highfield Coffee Social Cook Assistant |
| Responsible to | Highfield Coffee Social Manager |
| Responsible for | The café cook assistant plays a pivotal role in supporting the kitchen team to ensure the efficient operation of the café’s culinary activities. By assisting the chefs and cooks in various tasks, this role contributes to the preparation, cooking and presentation of high-quality dishes that will delight our customers. The café cook assistant’s efforts help maintain food quality, uphold hygiene standards and enhance the overall dining experience. |

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# MAIN RESPONSIBILITIES

* 1. Food preparation – Assist the preparation of ingredients by chopping, slicing and portioning as directed by the kitchen staff. Ensure accuracy and consistency in following recipes and preparation guidelines.
  2. Cooking assistance – Support the kitchen team in cooking and assembling dishes, employing various cooking techniques like grilling, sautéing and frying. Follow instructions from chefs to ensure dishes meet quality standards.
  3. Food presentation – Participate in plating and garnishing dishes to enhance their visual appeal. Collaborate with the kitchen staff to ensure that each dish meets presentation guidelines before being served.
  4. Sanitization and hygiene – Maintain a clean and organised workspace. Wash and sanitize dishes, utensils, and cooking equipment. Adhere to strict food safety and hygiene practices to prevent contamination and ensure customer safety.
  5. Inventory management – Monitor ingredient levels and inform the kitchen team when supplies are running low. Assist in receiving and storing deliveries, ensuring proper storage and rotation of items.
  6. Dishwashing – Ensure timely and thorough washing, drying and storage of dishes and utensils. Maintain a consistent supply of clean items for the kitchen staff.
  7. Order coordination – Collaborate with serving staff to expedite food orders and ensure timely delivery to customers. Maintain effective communication to ensure a smooth flow of service.
  8. Kitchen management – Assist in general kitchen maintenance tasks, including cleaning countertops, workstations and kitchen equipment. Dispose of waste and keep the kitchen area tidy.
  9. Leading and development - Seize opportunities to learn and improve culinary skills by observing and working alongside experienced kitchen professionals.

# KEY COMPETENCIES

# Culinary enthusiasm – Possess a passion for cooking and an eagerness to learn and improve culinary skills.

# Attention to detail – Show meticulousness in food preparation, plating and cleanliness to ensure high quality results.

# Collaborative spirit – Communicate effectively and work harmoniously with the kitchen team members to achieve culinary goals.

# Adaptability – Thrive in a fast-paced environment, ready to tackle various tasks and adjust to changing circumstances.

# Hygiene standards – Demonstrate a strong understanding of food safety practices, maintaining a clean and sanitary workspace at all times.

# Organizational skills – Manage tasks efficiently, from ingredient preparation to dishwashing, while maintaining order to work.

# Physical stamina – Exhibit the physical resilience to stand for extended periods, lift heavy objects and perform kitchen tasks requiring dexterity.

# Recipe adherence – Follow recipes and instructions accurately to maintain consistency in dish preparation and presentation.

# Initiative – Take the initiative to assist the kitchen team without constant supervision, contributing to the smooth operation of the kitchen.