



Job Vacancy Information Pack

Post: Assistant Kitchen Manager

Job Reference: **EX607 (please quote on application form)**

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 475 animals across more than 60 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.



Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.

As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Hospitality at Yorkshire Wildlife Park & The Yorkshire Hive

Hosting a wide array of eateries, ranging from takeaway outlets and ice cream kiosks to themed and fine dining, there is a role that suits everyone within our diverse and energetic hospitality team. The team work in a dynamic and fast paced environment to provide the very best food and beverage experience for our guests.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees based on their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims, we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP that, as a minimum, they meet the essential criteria outlined in the person specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.



Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references

How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email to the following email address recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title:	Assistant Kitchen Manager
Reporting to:	Kitchen Manager/Executive Chef
Department:	Catering

Primary Responsibilities

The Assistant Kitchen Manager is responsible for the day-to-day smooth running of the kitchens within Catering. They lead by example and have a passion for great food, high standards and a one team culture. Working closely with the other AKM, the Kitchen Manager and Exec Chef to inspire, motivate and manage the teams to hit the highest standards and financial targets, they are not scared to deal with the difficult issues.

Key Work Objectives

- Responsible for all aspects of food preparation, cooking and presentation.
- Train and develop any junior kitchen team (Chefs and Kitchen Porters)
- Ensure the kitchen area is always kept clean to a 5-star EHO standard for compliance with health and safety and food hygiene standards.
- Ensure all appropriate documentation and records are completed timely and accurately.
- Responsible for maintaining a safe and hygienic working environment including the appropriate storage of food, equipment and utensils.
- Ensure food stock is managed to maintain sufficient stock levels to meet fluctuating demands. Enter all invoices and support with stock count monthly.
- Communicate with team members to ensure an efficient and timely service.
- Monitor, record and minimise kitchen waste and ensure all transfers are completed
- Responsible for the quality control of all food items leaving the kitchen for consumption.
- Responsible for daily temperature checks and associated record keeping.
- Work with the KM/EC to deal with any HR issues in a timely manner.
- Assume Head Chef responsibilities in the absence of the Kitchen Manager.
- Ensure that all GP margins are met through portion control.
- Support the KM/EC to develop new menus and launch to the highest standard
- Ensure any functions/events are delivered brilliantly.



General

- Maintain high levels of professionalism, service, and personal appearance.
- Undertake any other reasonable duties which may be requested of you by the management team.
- To be responsible, along with other staff members, for compliance with health and safety regulations for yourself, other staff, and visitors.
- Strive to uphold the appearance of YWP by notifying the relevant department of any faulty equipment or potential hazards you notice whilst completing your day-to-day duties



Job Specification

Job Title:	Assistant Kitchen Manager
Reporting to:	Kitchen Manager/Executive Chef
Working Hours:	Average basic of 40 hours per week, to include evenings, weekends and Bank Holidays as required. Additional hours may be required on occasions.
Salary:	Competitive
Contract:	Permanent (subject to the successful completion of a probationary period)
Purpose of role:	The Assistant Kitchen Manager is responsible for the day-to-day smooth running of the kitchens within Catering. They lead by example, are part of the team and are operational within the kitchens, have a passion for great food, high standards and a one team culture.

Main Duties & Responsibilities:

- Motivating and working with the kitchen teams for a smooth service and a one team culture.
- Ensure the kitchen area is kept clean and tidy to a 5-star standard at all times for compliance with health and safety and food hygiene standards.
- Plan stock holding and rotation to ensure adequate supplies but to maximise stock levels.
- Responsible for all aspects of food preparation, cooking and presentation.
- Ensure all appropriate documentation and records are completed timely and accurately.
- Assume Kitchen Manager responsibilities in the absence of the Kitchen Manager.
- Ensure all GP margins are met through portion control, correct ordering and waste control
- Ensure all food is served to the highest standards and on time for any events/functions

Candidate:

- Able to work under pressure and to a tight schedule.
- Excellent interpersonal skills with a flexible approach to work.
- Must have proven experience working in a fast-paced, high volume kitchen environment.
- Ability to communicate effectively at all levels.
- Acute attention to detail and presentation.
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays.

Start Date: As soon as possible

Closing date for applications: Tuesday 12th November 2024



Person Specification

Job Title: Assistant Kitchen Manager

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Previous experience working in a Sous Chef/Assistant Kitchen Manager role with fresh produce	E
Experience of maintaining a kitchen to a 5* food hygiene standard	E
Previous experience managing and leading a team to achieve results	E
Menu costing and development	D
Maintaining HACCP records	D
Leading a Kitchen team	E
Skills/ Abilities	
Ability to produce a variety of meals and desserts from fresh to meet high volume demand	E
Excellent communication skills	E
Acute attention to detail	E
Ability to work under pressure and to tight deadlines	E
Knowledge	
Safe working practices	E
Menu development	D
Dietary and ethnic understanding	D
Sound understanding of COSHH and HACCP	E
GP control	E
Events/Functions	D
Qualifications	
706 1 & 2/ NVQ or equivalent	E
Level 3 Food Hygiene Certificate	D
Level 2 Food Hygiene Certificate	D