**Job Brief**

The **Cook and Kitchen Attendant** is a key position within the company as it is a central service within the Ministry. The position is available on a flexi-hours basis, as agreed with the Ministry Manager (‘the Manager’);

Working hours allow for either full-time or part-time working, as agreed with the Manager;

The primary role of the Kitchen Manager is to provide cooked evening meals. Secondary responsibilities include ensuring the availability of non-cooked foods for a daily breakfast as well as the occasional requirement to provide a simple lunch for some guests and, on occasion, staff when requested by the Manager;

Hourly rate of pay scale starts at HKD70-80p, dependent upon experience

**Location**

Bethany’s property is made up of three buildings located at 12, 17, & 17A Fa Peng Rd. located in Cheung Chau. The location of work for this post be at 12 Fa Peng Road with other locations on an as needed basis.

**Responsible To**

Ministry Manager

**Responsibilities**

Meal Service

* + Serve western-styled, healthy, attractive, and well prepared food for guests
  + Serving 2-16 people on a regular basis, and during peak times (approx. 5 times a year) up to 25-30 guests for which additional kitchen help will be provided.
  + Set guest menu with Manager that is aligned with Bethany’s guest needs, budget and resources.
  + Set up, serve, and clean up after guest meals in collaboration with hospitality staff
  + Tend to kitchen/food related issues with guests when they arise.

Supply and Equipment Management

* + Prep food supplies in advance for hospitality staff to conduct breakfast service.
  + Helo plan and coordinate vendors for food and drink supply purchases as well as delivery
  + Ensure Bethany is well stocked, clean, and tidy for guest service

General Kitchen Cleaning

* + Ensure kitchen equipment are cleaned and properly maintained
  + Sweep the kitchen entryways
  + Deep clean kitchen
  + Vacuum, sweep, mop kitchen floors, collect and dispose of trash after use daily.
  + Clean up kitchen / dining room spills with appropriate equipment.

Other

* + Submit all receipts, petty cash, or invoices to the Manager promptly.
  + Follow established health guidelines for food serving, storage and preparation.
  + Read and understand charts for meal preparation noting guest numbers and information related to special guest needs/requests (Eg. Occasional needs for a high chair or a booster seat booster, allowance for allergies, meal sign-outs, etc).
  + Collaborate with the Manager, reception, and serving staff on guest changes and meal requests to provide a high quality food service.
  + Notify the Manager promptly about needed kitchen or dining room repairs, supplies, or technical support.
  + Assistance in the other non-kitchen areas as needed and as assigned by the Manager.
  + Follow guest house security guidelines.
  + Attend regular staff meetings including prayer and devotional meetings as well as occasional events such as an annual Christmas Holiday Party

Post Requirements

* Basic English speaking and reading ability.
* Friendly, guest-orientated, and service-minded.
* Hard working with good physical health and stamina.
* Experience in meal preparation, cooking, and meal. Otherwise, coachable with a learning attitude.
* Must be flexible and willing to work evenings, weekends, bank holidays to meet seasonal and visitor demands.
* Ability to manage your time efficiently.
* Good organization and problem solving skills as well as detail oriented
* Values teamwork and collaborates well with others
* Work may involve reasonable lifting of heavy/bulky objects. Ability to lift at least 10 kilograms is needed.
* Ability to maintain a professional appearance and interact positively with guests.

Benefits:

* 1 rest day each week
* 17 public holidays plus 12 days’ annual leave on an accrual basis rising to 13 days after 3 years, and 15 days after 5 years.
* Flexible schedule based on life events
* Accident insurance coverage
* Active on the job training and team support
* Birthday celebrations
* Bi-Annual Staff Outings
* Weekly devotional sessions