



Cayman Turtle Conservation and Education Centre Ltd.

Job Description

Job Title: Seasonal Kitchen Helper (6 Months Contract)

Status: Non-exempt

Department: Food & Beverage

Reports to: Restaurant General Manager

Grade: "Q"

Salary: KYD \$3003.00 per month

General Purpose

The Seasonal Kitchen Helper is responsible for assisting with all kitchen preparation tasks (mise en place) and for adhering strictly to established cleaning and sanitizing protocols. These procedures must meet industry best practice standards for all restaurant ware, including eating utensils, cooking utensils, and barware. Responsibilities include the proper cleaning and sanitizing of china, glassware, tableware, cooking pots, pans, and kitchen utensils. The Seasonal Kitchen Helper must be proficient in both machine-operated and manual cleaning methods to ensure the highest standards of hygiene and food safety are consistently maintained.

This position also ensures that, in addition to kitchenware, the kitchen area is maintained as a clean, safe, and sanitary facility in accordance with local health regulations and guidelines. At times, the Kitchen Helper may be directed by the Restaurant General Manager to assist with other kitchen duties, such as pre-buffet preparation, supporting sous chefs, assisting with the buffet line, and other duties as required to ensure the highest degree of product quality, customer experience, and business performance is maintained at all times. The Food and Beverage Department operates seven days per week, so the applicant will be required to work weekends, holidays, and split shifts as needed, and on many occasions participate in various restaurant tasks.

Essential Skills, Experience and Knowledge

1. A certificate of food hygiene would be an asset, but not required for hire.
2. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.
3. Ability to add, subtract, and divide all units of measure using whole numbers, common fractions and decimals.
4. Previous Customer Service experience.
5. Food Handlers Certificate
6. Food Preparation Safety knowledge
7. Maintaining a valid Driver's license would be an asset but not required.



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Position Responsibilities:

The successful candidate will be required to perform the following:

- Prepare meal ingredients for the cook, which includes washing, peeling, cutting, and slicing ingredients.
- Communicate clearly and directly with team members concerning performance, expectations, productivity, and accountability.
- Ensure kitchen and equipment standards are in good working order, kitchen appliances and work areas are consistently clean and in good working order.
- Set up and serve buffet for guests and break down the buffet, attend to the buffet as directed.
- Receive deliveries and store food in refrigerators and freezers.
- Assist kitchen staff in unloading food supplies from delivery trucks.
- Assist kitchen staff with food preparation for all outlets, buffets, events, and birthday parties, and provide pantry coverage during staff days off.
- Properly wash and dry all dishes, utensils, cooking instruments and cutting boards.
- Neatly put away all utensils, cooking instruments, dishes, and cutting boards in their respective places.
- Remove garbage, replace garbage bags, and wash garbage cans.
- Mop and sweep the kitchen areas as required.
- Load, run and unload dishwasher.
- Set up/ breakdown dishwashing areas.
- Clean and roll/unroll mats.
- Fill/empty soak tubs with standard cleaning/sanitizing solutions.
- Conduct general restaurant and kitchen cleaning as directed.
- Wipe up any spills to ensure the kitchen floors and restaurant remain dry and clean.
- Keep the dishwasher machine clean and report any functional or mechanical problems immediately.
- Handle tableware & clean carefully to prevent injury, breakage, and loss.
- Wash pots, pans, and trays in the three-sink system by hand.
- Clean food preparation areas, facilities, or equipment.
- Assist with cleaning and clearing tables.
- Fill in as needed to ensure the smooth and efficient operation of the restaurant, Café Silver Thatch & Food truck, as directed by the Restaurant General Manager.
- Attend all scheduled employee meetings and bring suggestions for improvement.
- Other restaurant tasks as required by management or leadership.
- This position is required to obtain and retain a hygiene Certificate.
- This position will be required to do Human Resources-approved training and certificate courses as they best see fit, inclusive of, but not limited to, Red Cross courses, PRIDE training, First Aid and CPR certification, etc.



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Competencies:

1. Customer/Client Focus.
2. Communication Proficiency.
3. Thoroughness.
4. Time Management.

Interpersonal and communication skills:

1. Ability to work in a fast-paced and stressful environment without losing composure.
2. Possession of knowledge of local regulations and processes relating to food preparation and safety.
3. Demonstrates excellent organizational, time management and multi-tasking skills.
4. Possesses a clear understanding of weights and measures and has good math skills.
5. Leaves issues not related to work, outside of work. Comes to work with a positive attitude and outlook on the day.
6. Demonstrates the ability to handle criticism well and learn from mistakes during the training process.

Language Skills: Regular communication in both spoken and written English are required.

Development and Leadership of others: This position has no supervisory responsibilities and requires no specific skills. There are no roles reporting to this position.

Impact: Activities and decisions made in this department are paramount in the success of the larger department and are accounted for in the profitability at CTC. Performing the tasks and requirements of this role has a wide-ranging impact on operations, public image, customer reviews and satisfaction, repeat guests and overall success throughout the organization.

Complexity: This position requires organizational skills, knowledge of hygiene, and the execution of chemical-related matters as instructed by the Restaurant General Manager.

Work Environment: Work environment will entail high pressure, ability to handle heat, fast pass, quick instruction, and dexterity skills. The noise level in the work environment is usually moderate.

- **Physical demands:** While performing this job, the employee will frequently be required to move at a fast pace, use hand dexterity. They will be required to stand, walk, sit, use hands, handle, or feel objects; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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Characteristics to be considered in evaluating responsibility for Financial and material resources include: This position requires a high level of material responsibility, encompassing the handling of products, equipment, and quality of service.

Compensation and Benefits:

The CTC offers a competitive benefits package, which includes five (5) paid vacation days, five (5) paid sick days, one (1) paid personal day, 50% contribution toward Pension, and 50% contribution toward Health Insurance. Remuneration will be commensurate with qualifications and experience. The salary for this position is Grade “Q” at **KYD \$3,003.00 per month.**

Position Type and Expected Hours of Work:

This is a seasonal position offered on a six (6) month contract. Workdays and hours are scheduled on a rotational basis and may be adjusted in accordance with business demands. The successful applicant will be required to work weekends, public holidays, and split shifts as necessary, and must be prepared to perform a variety of duties as operational needs require.

General sign-off: The employee is expected to adhere to all company policies and act as a role model in their adherence to these policies.