

October 2021

Kitchen Assistant – College Dining Room - Part Time (32 hours per week / 4 days over 7)

Thank you for your interest in the post of Kitchen Assistant. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to:

Email: HRMailbox@westdean.org.uk

We endeavour to respond to all applicants in a timely manner. However, due to the volume of applications we receive, if you do not hear from us within two weeks of your application; please assume that you have been unsuccessful on this occasion.

Due to the need to fill this position as soon as possible, interviewing may commence prior to the closing date.

Diversity & Inclusivity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

JOB DESCRIPTION

JOB TITLE	Kitchen Assistant (0.8 FTE)
SALARY	£16,810.00 Pro Rata / £21,012.50 FTE
LOCATION	West Dean College of Arts & Conservation
REPORTING TO	Head Chef / Sous Chef
MAIN PURPOSE OF JOB	To assist the Head Chef/Sous Chef to provide quality food for all students, staff and visitors to the College

KEY DUTIES & RESPONSIBILITIES

- 1 Set up and prepare ingredients for breakfast, lunch and dinner services as directed by the Head Chef/Sous Chef.
- 2 Assist in the cooking of food for each service, ensuring a high standard of quality at all times.
- 3 Present food and dishes in the servery area, ensuring that food displays are appetising and well stocked at all times.
- 4 Ensure that food preparation areas are kept clean and tidy at all times.
- 5 Ensure that food is cleared away at the end of service and that food which can be re-used safely is utilised.
- 6 Ensure that requisitions for food are received by the Head Chef/Sous Chef and freezers and refrigerators are replenished as appropriate.
- 7 Store and rotate in date order all deliveries in the appropriate areas as required.
- 8 Prepare items for functions, events and other special occasions as directed by the Head Chef/Sous Chef.
- 9 Comply with the food safety policy and Health & Safety policy at all times and ensure temperature checks are carried out and recorded at all times as directed.
- 10 Regularly check kitchen equipment and report any defects to the Head Chef/Sous Chef.
- 11 Assist in the service of food and beverages on counter if required.
- 12 Ensure high standards of customer service are maintained at all times.
- 13 Any other reasonable duties as requested by the Head Chef/Sous Chef.

HEALTH & SAFETY

1. Adhere to the College's Health & Safety Policy at all times, ensuring a safe working environment.
2. Maintain a safe working environment, ensuring that appropriate standards in respect of Health and Safety are maintained.



3. Attend / undertake H&S briefings and training as required.

This job description is subject to regular review in consultation with the postholder.



PERSON SPECIFICATION

Essential	Desirable
Demonstrable experience in a similar position	Experience of menu preparation
A good understanding of food preparation	Relevant qualifications relating to the food & beverage industry
A good understanding of food hygiene	Basic Food Hygiene Certificate / Allergen Awareness
Willingness to learn and undertake training to develop skills	Ability to demonstrate excellent knife skills
Ability to work effectively as part of a team, and build and maintain good working relationships.	
A passion for food and food service, enthusiasm and self-motivation	
Knowledge of exceptional customer service	
Good planning and organisational skills	



KITCHEN ASSISTANT – COLLEGE DINING ROOM

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Part Time / Permanent
Duties:	As attached job description.
Salary:	£16,810.00 Pro Rata / £21,012.50 (Full Time Equivalent) per annum
Hours:	32 hours per week (0.8 FTE), 4 days over 7, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	26.5 (pro rata) / 33 (FTE) days per holiday year (1 October to 30 September) inclusive of Bank Holidays.
Sickness:	8 (pro rata) / 10 (FTE) days in any consecutive twelve month period, or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free on-site parking.