 Job Description

# Job Title Kitchen Assistant (Supply)

**Location** Arts and Craft Centre, Knaresborough

**Salary** £9.50 per hour

**Band** A

**Hours per Week** ad-hoc

**Working weeks** 52 weeks

**Reports to** Cook

**Job Summary**

Under the direction of the Cook you will provide assistance in the kitchen and dining area including food preparation and hygiene control to ensure the smooth running of the catering facility for the Art-makers, staff and visitors at Henshaws Arts and Craft Centre

**Key responsibilities**

* Support the cooks in the preparation of food as per the menu, including cooking duties where required
* Serve food and beverages to Artmakers, Staff and general public
* Assist the cook in maintaining a reliable stock control system by booking out/in food and supplies as directed
* Complete and deliver hospitality orders including tea and coffee for meetings
* Assist with the preparation and serving of food at other Arts and Craft Centre events
* Ensure all food preparation, service and dining areas are kept tidy and to a high standard of cleanliness including floors, tables and chairs
* Set tables and clear away after meals, keep areas sanitized between customers
* Wash utensils and dishes and ensure that they are stored appropriately
* Clean food preparation equipment, floors and other kitchen tools or areas
* Ensure that all cleaning of kitchen, service and dining environments, including all equipment and utensils is carried out to a high standard following the HACCP requirements
* Dispose of rubbish and waste using the correct procedures and ensure bin areas are clean and tidy at all times
* Replenish consumables e.g. Soap dispenser, towels etc.
* Laundry of kitchen towels, cloths and uniforms
* Work within food hygiene and health and safety regulations at all times
* Offer a flexible approach to working hours to meet the needs of the organisation

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Demonstrate a commitment to Henshaws Strategic Aims
* Facilitate training and knowledge sharing across Henshaws and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential/Desirable** | **How Identified** |
| **Skills and Experience** | Experience of working in a catering or kitchen environment | Desirable | Application form/Interview |
| Experience of working in a customer led environment | Essential | Application form/Interview |
| Good communication skills, both verbal and written | Essential | Application form/Interview |
| IT literate with a working knowledge of MS office in particular Word and Outlook | Desirable | Application form |
| **General & Specialist Knowledge** | Knowledge and understanding of hygiene best practise and regulation | Desirable | Application form/Interview |
| Knowledge and understanding of health and safety issues relating to this area of work | Desirable | Application form/Interview |
| Awareness and respect of art maker’s rights | Desirable | Interview |
| Enthusiastic, respectful and sensitive attitude to client group | Essential | Interview |
| Experience, knowledge or understanding of specialist methods of communication, i.e. Braille, BSL, Makaton etc | Desirable | Application form |
| **Education & Training** | Food hygiene certificate or to achieve within 6 months of being in post | Desirable | Application form/Certificate |
| Basic catering health and safety training or to achieve within 6 months of being in post | Essential | Application formCertificate |
| **Special Requirements** | Flexible approach to working hours to meet the needs of the Arts and Craft Centre | Essential | Interview |
| Commitment Henshaws Values | Essential | Application form/Interview |
| Enthusiasm to work with young people to encourage learning and independence | Essential | Application form/Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**