Westminster College, Cambridge: Job Description

Position: Kitchen Assistant

Full time - 36.5 hours per week (includes evenings and weekends)
University grade 1 - £21,637

Reporting to the Hospitality Manager but supervised daily by the Head Chef.

As part of the College’s Catering team, you will be supporting the team for providing a food and beverage service to students, staff, college guests, and during conferences and events.

The Kitchen Assistant will need to have a can-do attitude, follow the Head Chef’s directives and be an excellent team player. The Kitchen Assistant will need to be willing to undertake basic food hygiene training. It is important that in a small college like Westminster that we work in a supportive manner.

You will respect the sensitivities relative to the College’s role within the United Reformed Church. It is expected that you will have a flexible approach to working hours.

General responsibilities

You will
- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to food hygiene, COSHH, manual handling, working at height and fire regulations.

Particular responsibilities

You will:
- Observe, and follow, all legislative health and hygiene practices and policy.
- Ensure cleaning schedules are completed appropriately.
- Clear, wash and store crockery, cutlery, glasses, and equipment required during the shift.
- Carry out basic food preparation, under supervision of the head chef.
- Support the duty chefs, if requested, in putting away deliveries and checking against the delivery notes for accuracy.
- Ensure the appropriate storage of stock items and maintain stock levels.
- Maintain the cleanliness of the Kitchen equipment, i.e. dishwasher, glass washer and other cooking equipment
- Maintain cleanliness in the Kitchen, corridors, Servery and back of house.
- Any other task as directed by the Head Chef or Hospitality Manager, which are consistent with the aims of the post.

Other Matters

- You will have a flexible approach to working hours and be prepared to offer reasonable support for the Colleges’ Conferences and Events.
- You will always comply with regulations, policies and procedures of the College or imposed by management.
- You will at all times act in the best interests of the College.
**Expected Standards**

- **Communication** - Communicate effectively with colleagues and internal and external customers.
- **Equality and Diversity** – Act in ways that support a culture which promotes equality and values diversity.
- **Health, Safety and Security** – Act in ways that protect own and others’ health, safety, and security.
- **Customer service** – Deliver excellent customer service.
- **Personal and People Development** – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

*Further details available in Expected Standards document*

**Person Specification**

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| 1. **Education and Training**  
  - Good standard of spoken English | Educated to GCSE/NVQ level 2 or equivalent | Application Form / Interview |
| 2. **Relevant Experience**  
  - Experience of working as part of a team | Experience working in a kitchen environment | Application Form / Interview |
| 3. **Special Knowledge and Skills**  
  - Respect for the Christian ethos of the College  
  - Respect for all College visitors (including customers, volunteers and URC colleagues or members)  
  - Ability to work as part of a team | Understanding of HACCP/food safety systems | Application Form / Interview / Trial shift |
| 4. **Special Qualities and Aptitudes**  
  - Helpful and friendly with a ‘Can do’ attitude.  
  - High standard of work  
  - Professional approach and reliable | Good communication skills | Application Form / Interview / Trial shift |
| 5. **Any other requirements**  
  - A willingness to work flexibly across the year including evenings and weekends. | | Application Form / Interview |

October 2023