

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

ESSENTIAL	DESIRABLE	MEASUREMENT
1. Education and Training		
<ul style="list-style-type: none">• Good standard of spoken English	<ul style="list-style-type: none">• Educated to GCSE/NVQ level 2 or equivalent	Application Form / Interview
2. Relevant Experience		
<ul style="list-style-type: none">• Experience of working as part of a team	<ul style="list-style-type: none">• Experience working in a kitchen environment	Application Form / Interview
3. Special Knowledge and Skills		
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Understanding of HACCP/food safety systems	Application Form / Interview / Trial shift
4. Special Qualities and Aptitudes		
<ul style="list-style-type: none">• Helpful and friendly with a ‘Can do’ attitude.• High standard of work• Professional approach and reliable	<ul style="list-style-type: none">• Good communication skills	Application Form / Interview / Trial shift
5. Any other requirements		
<ul style="list-style-type: none">• A willingness to work flexibly across the year including evenings and weekends.		Application Form / Interview

October 2023