JOB DESCRIPTION

**Job Title** Kitchen Assistant

**Reports to** Cook / Shift Supervisors

**Salary Range** National Living Wage

**Term** Part-time, 16 hours a week with some weekend shifts.

**Food Museum**

The Food Museum connects people with where food comes from and the impact of our food choices: past, present and future. We use our collections, buildings, landscape and programmes to explore our main themes: Grow, Make, Eat.

We work with a wide range of partners to produce inclusive and diverse programming which speaks to 21st-century audiences. We want everyone to see themselves reflected in the work we do. We aim to be relevant, challenging and sustainable.

We care for 17 historic buildings set in 84 acres of countryside, in the heart of Stowmarket, Suffolk. The museum is a charity supporting the community and we undertake a wide range of social projects and programmes. We seek to maintain high professional standards in the presentation and protection of our collection, buildings and site and continually improve our practice.

**Purpose of the Job**

We are looking for a part-time Kitchen Assistant to join the catering team at the Food Museum in Stowmarket. Working under the guidance of the Cook / Shift Supervisors and the Deputy Director, your job is to ensure that the kitchen is clean and operational. You will be involved in a growing number of corporate and event catering bookings. You will be involved in all aspects of a busy kitchen as well as preparing ingredients and dishes, so this could be a great stepping-stone to the future for somebody interested in food and catering.

**Who are we looking for?**

You will love food and cooking, have plenty of common sense and commitment, plus wish to work in a vibrant and friendly team. You will be representing the Food Museum as a member of staff so we expect you to be able to passionately and proactively promote the site and events when interacting with customers using the café and attending events. You will have a strong team ethic and focus on delivering high levels of service and professionalism. You will have great attention to detail and the ability to follow instructions.

**Main duties**

1. List of specific duties:
2. Working collaboratively with the catering team to ensure meals are presented to a high standard and on time
3. Ensuring the food preparation areas are clean and hygienic
4. Washing utensils and dishes and making sure they are stored appropriately
5. Sorting, storing, and distributing ingredients
6. Washing, peeling, chopping, and cooking foodstuffs and helping to prepare dishes in line with the menu
7. Offer ideas for new menu items and develop these along with the wider kitchen team
8. Disposing of rubbish
9. Cleaning the food preparation equipment, floors and other kitchen tools or areas at the end of the day
10. Ensure that COSHH (Control of Substances Hazardous to Health), Food Safety and Health and Safety regulations are adhered to and any incidents are reported in line with procedures
11. **This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.**
12. The post-holder must be aware of and abide by the museum's policies and procedures. All staff must work in such a manner as to ensure their own safety and the safety of others – including members of the public – and report to their manager any hazards, dangerous occurrences or dangerous equipment they see, and any accident they are involved in or that they witness.

**Person Specification**

If you are unsure about any of this or would like to talk to someone about whether your experience is applicable, please get in touch with the Deputy Director, Samantha Prince via email – Samantha.prince@foodmuseum.org.uk

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| **Essential criteria – you need to have these** | **How this will be assessed** |
|  | Understanding the importance of health and hygiene | Application form and interview |
|  | A great team player | Application form and interview |
|  | A passion for food and delivering great customer service | Application form and interview |
|  | The ability to commit to some weekend shifts.  | Application form and interview |
| **Desirable criteria – it would be a bonus to have these** |
|  | A relevant food safety qualification would be an advantage but not essential as training will be provided | Application form and interview |
|  | Experience working in a tourist attraction kitchen environment.  | Application form and interview |
| **Behaviours – how we expect you to act** |
|  | You will be representing the Food Museum as a member of staff so we will expect you to be able to passionately and proactively promote the site and events when interacting with customers when using the café and attending events. | Interview  |
|  | Be creative and imaginative: identify opportunities to deliver added value, be thoughtful; be able to solve problems and think for yourself as well as take direction. | Interview |
|  | Be effective and efficient: take responsibility for managing own work; stay focused on getting the job done; have a can-do approach; plan and think ahead and make decisions mindful of their cost and environmental impact. | Interview |
|  | Be tactful and collaborative: work well and supportively with other staff, volunteers, and external people. | Interview  |
|  | Communicate clearly: be precise and assertive – especially when dealing with difficult issues. Think about how to talk to people to get the best out of them. Listens to and respects diverse voices. | Interview |

**Additional Information**

**Terms and Conditions**

1. The annual leave allowance is 30 days per annum inclusive of 8 public holidays pro rata. You will be paid in lieu of leave.
2. Holidays will need to be agreed at least four weeks in advance to ensure full cover can be provided.
3. There will also be opportunities to pick up extra shifts, including holiday cover and catering for special events.
4. There is a requirement to work evenings and weekends, and at the museum’s core events: Bonfire Night, Beer Festival, Primadonna, Christmas Fayre.
5. The successful candidate will be on probation for 6 months.
6. The museum has a pension plan to which the successful candidate can be signed up if eligible.
7. You may be expected to wear uniform which consists of museum-branded tops/plain black top and plain trousers or skirt. You are expected to maintain excellent standards of personal presentation.
8. This role is not suitable for applicants under 18 due to the licensing responsibilities at events.
9. Occasionally you will be required to attend meetings and training outside your core working hours, for which you will be paid.

##### Selection

We will score candidates against the criteria listed under ‘Skills and Experience’. The top-scoring candidates will be invited to interview. It is essential that your application form addresses the criteria fully. We suggest listing them on your application form and setting out your specific experience under each one.

##### To Apply

Please apply using the museum’s application form and not by CV. You should also complete a separate Recruitment Monitoring Form.

**The closing date for receipt of applications is Monday 26 August at midnight.**

**Interviews will take place on Thursday 28 August.**

We will acknowledge receipt of your application and provide feedback if you would like it.

**The Museum is committed to equal opportunities and welcomes applications from candidates of any and all backgrounds. As part of our commitment to diversifying the workforce, we offer guaranteed interviews to people from diverse cultural backgrounds and candidates who have hidden or physical disabilities who meet the essential criteria.**