

## KITCHEN ASSISTANT

*Trinity College is looking to recruit someone to join our small catering team as kitchen assistant. Passion for the job is more important than relevant experience. Training will be provided.*

*Normal working hours during college term-time will be 9.00am to 4.00pm with half an hour break for lunch, which is provided free of charge to all staff members when available. There will be the need for some flexibility around these hours from time to time. During college vacations (outside of term-time), hours will normally be from 9.00am to 2.30pm. There are a few weekend events in the year requiring presence, normally on Saturdays. Occasional evenings may be required. Time off in lieu of overtime for such occasions can be arranged with the catering manager.*

*We are looking for someone who is conscientious and reliable and who takes a pride in the work they do. The college is a Christian college, training men and women for ministry in the Christian Church, and so we very much hope that the person appointed will want to support our Christian vision in the way they go about their work.*

*We want our staff to reflect the diversity of the communities around us and so applications from people with black or minority ethnic heritage will be particularly welcome.*

*The rate of pay is detailed below. This is paid monthly, together with pension contributions and sick pay. You are entitled to 23 days annual leave plus three additional days between Christmas and New Year. There is free parking at the college.*

*The college is an enjoyable place to work with friendly and appreciative staff colleagues and students. It is set in beautiful buildings and grounds.*

### **JOB DESCRIPTION**

**Job Title:** Kitchen Assistant

**Responsible to:** Catering Manager/Head Chef

**Working hours:** 30 hours per week on average (32.5 during college term-time weeks and 25 outside term-time plus some weekend or evening events)

**Pay:** £9.70/hour

**Main purpose of job:**

To provide support to the kitchen team in preparing lunches and meeting other catering needs of the college.

**Main working relationships:**

- Catering Manager/Head Chef
- Other members of the catering and hospitality team

**Main tasks of job:**

- To help in food preparation by preparing salads, washing vegetables, etc.
- To help in maintaining control over food stocks.
- To work in accordance with food safety and handling regulations.
- To respond to the various needs of the kitchen, as required.
- To help prepare the dining room by cleaning, setting up tables, etc.
- To respond to needs by setting up and taking teas, coffees, etc to different locations around the college.

**Person specification:**

- A willing team player, able to work both under supervision and on own initiative.
- Conscientious and reliable, honest and hard-working, with a pride in their work.
- Good at prioritising and keeping to time.
- Able to work under pressure and to work to strict deadlines.
- Good sense of humour.
- Physically fit.
- Supportive of the College's Christian mission and vision.