



## Job Description – Part Time Kitchen Assistant

Sarum College runs specialist education programmes, some of which are residential. Alongside its courses, the College is a busy B&B and conference centre with 50 bedrooms and seven meeting rooms.

The College has invested more than a half a million pounds to upgrade accommodation and catering facilities has a business plan based on continued growth.

We strive to ensure that every person who comes through our doors, whether for a three- year part time MA, a short course, or to browse the bookshop or library, or to stay for bed and breakfast or as a member using the college as a conference setting, leaves the college with a sense that their spirit has been nourished.

The hospitality team is made up of a director, a deputy director, a catering manager, two full time chefs and a kitchen assistant, the equivalent of two full-time hospitality coordinators, as well as a team of part time catering and housekeeping staff.

### Core Values

As well as the normal basic values of respect, honesty, integrity we expect as a minimum requirement for staff, we have affirmed four core values that form the foundation of all our behaviours and attitudes.

We welcome people of all faiths and none  
We are committed to Sarum because we love it  
We learn together and from each other  
If we can we will

The College has invested over half a million pounds on upgrading its accommodation and refectory facilities and has a business plan based on continued growth.

**Job Title** Kitchen Assistant

**Purpose** To ensure the cleanliness of the kitchen, refectory and other areas where food and drink are served to deliver excellent customer care. Food service is an important part of the college's hospitality. The role of the Catering Assistant has been created to enhance customer care and ensure catering services run smoothly.

## The Principal accountabilities are:

Cleaning the kitchen, refectory and all food outlets	70%
Serving food and beverage	20%
Preparing picnic lunches, salads and vegetables	10%

## Detailed tasks include:

- Clean and tidy the refectory, kitchen and all food outlets within the College.
- Work with catering staff to ensure that cleaning schedules are completed, checked and archived.
- Maintain the kitchen cleaning schedule.
- Keep storerooms clean and tidy at all times.
- Ensure that all hygiene, health and safety standards are met at all times.
- Set up the refectory and laying out food for meal service.
- Assist with picnic lunches, salads and vegetable preparation.
- Set up and serve coffees and teas for College guests.
- Work with the kitchen to provide excellent service to our guests.
- Promote exceptional standards of customer service to ensure food and drink services run in a friendly, smooth and efficient manner.
- Interact with customers to ensure customers are happy with the service.
- Operate a set of pre-service checklists that ensures that all areas are prepared for the service to commence.
- Comply with all legislative requirements including health & safety, fire and hygiene under the direction of the Catering Manager.
- Attend as required internal and external meetings and training courses.
- Take responsibility for health & safety when working independently, following the policies and procedures of the College.

## Job Details

Hours	The normal working hours are 11 am. to 4pm. Monday to Friday. The College guarantees 15 shifts per month, but additional shifts may be available during busy months and evenings.
Pay	The annual salary for 15 shifts of 5 hours each per month is £6,570. The rate for additional hours is £7.30 The annual leave entitlement is 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Sarum also operates a non-contributory defined contributions pension scheme to which Sarum currently contributes 8% for the contracted hours.
Manager	The line manager is the Catering Manager, but the post holder will also report to the senior chef on duty.

## Person Specification

### Essential

- Ability to set own priorities and work without close supervision
- Ability to maintain high levels of hygiene standards in a catering environment.
- Ability to work flexibly with other kitchen staff to ensure full cover for all catering including breakfasts, lunches, suppers, teas, coffees and additional functions
- Ability to deliver a high level of customer service, sometimes under pressure, and desire to improve customer service standards.
- Ability to work with both the public and colleagues.
- Ability to take responsibility, identify and solve problems using personal initiative
- Able to cope with change, to be flexible and to handle uncertainty in a calm and professional manner.
- Sympathy with Sarum's ethos.

### Desirable

- Knowledge and experience of working with Microsoft Outlook and Access
- Numeracy and literate in the delivery of routine administration.