

**Job description**

**Title:** Kitchen Assistant

**Department:**  Catering

**Responsible to:** Catering Manager **Contract terms:** Permanent seasonal contract, Mid-March to end December

**Working hours:** 13.00-17.00 6 days per week (24 hours per week, some flexibility)

**Pay:**  £9.50 per hour

**Holiday:**  25 days plus public holidays pro rata

We are always looking for talented and energetic individuals to join our small, friendly team at the

American Museum & Gardens. If you are passionate about excellent service, great food and want to

add value to our customers, we want to hear from you.

We are looking to recruit a Kitchen Assistant with:

* A passion for good quality food, to prepare sandwiched and ingredients for light lunch recipes
* Good interpersonal skills – a great team player

We will give you:

* A good work life balance
* Flexibility around rotas and days off
* Daytime shifts with the opportunity for additional evening hours
* Free meal (when working over 6 hours)
* 10% discount in our shop
* Free parking
* Wellbeing programme (free weekly yoga classes)
* Pension scheme 8% (4% museum, 3% personal contribution & 1% from Government)
* Free entry to the museum for you and your immediate family, and 6 guest passes
* Annual leave of 25 days pro rata and equivalent bank holidays

Your skills & enthusiasm will support the team with an appetising and tasty catering offer.

You will work safely and in a hygienic way ensuring high standards of food hygiene and adhere to health and safety policies & procedures.

Occasionally situations may arise that require the post holder to perform other duties or

tasks as may be reasonably requested by the American Museum & Gardens.

**Duties:**

* Wash up and clean food preparation utensils & areas as required
* Assist with service and wash up in the cafe when needed
* Support the cooking team in the preparation of ingredients for use in recipes on the café menu as required
* Maintain food hygiene and health & safety regulations as directed by the Catering Manager
* Assist with the opening and closing of the kitchen, when working, as the business demands
* Promote and represent the American Museum and Gardens work and policies at all times
* Undertake any other duties and responsibilities that are compatible with the overall scope and authority of the appointment

This statement is a guide to the nature of the work required of a Kitchen Assistant. It is not wholly comprehensive or restrictive and does not form part of the contract of employment. All employees are required to work within the terms of their contract of employment and adhere to the American Museum and Gardens policies.

**Personal specification**

**Essential:**

* A people friendly team player
* Well organised under pressure
* Enthusiasm
* Good communicator

**Desirable**

* Previous experience of working in a quick service environment
* Knowledge of Health & Safety requirements
* Basic Food Hygiene certificate

**Other information**

The American Museum & Gardens is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff members to share this commitment.

We welcome applications from people from all cultures and backgrounds.

This role may be subject to a basic Disclosure and Barring Service (DBS) check. If called for interview you will be asked to disclose details of any convictions which are not yet spent.

The American Museum & Gardens is an equal opportunities employer.

**To apply**

Please send a covering letter (with a CV if you would like), recording or video outlining how you meet requirements of the role, together with a completed Equal Opportunities Monitoring Form, to tracy.foster@americanmuseum.org