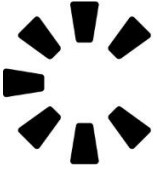


Job Description

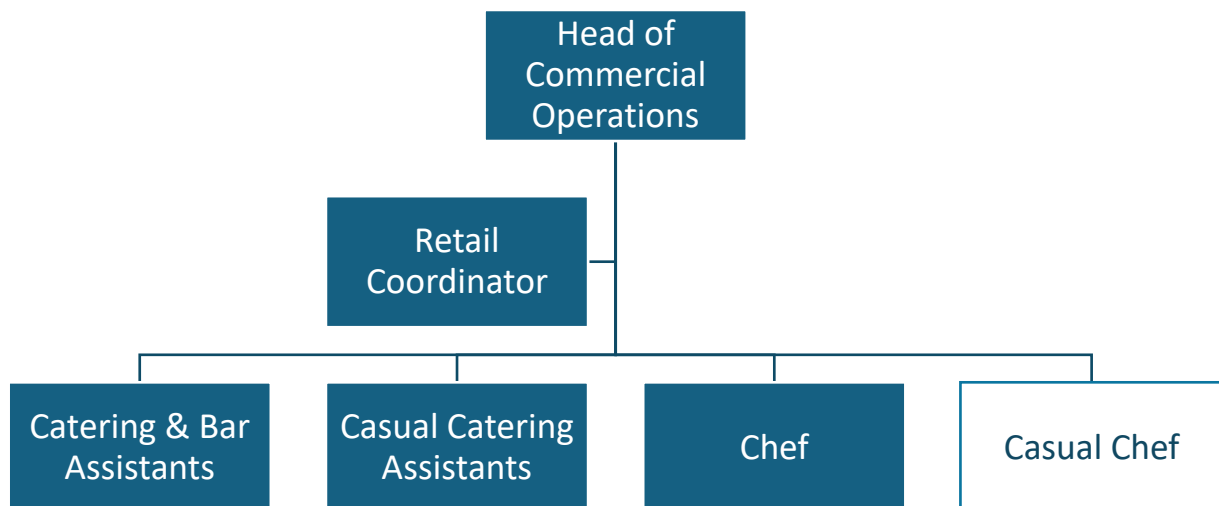
Casual Assistant Chef

 <p>THE CULTURE TRUST LUTON</p>	Job Title	Casual Assistant Chef
	Department	Commercial Operations
	Grade	L2
	Reports to	Chef
	Staffing Responsibility	No
	Organisation	<i>Attached</i>

PURPOSE OF POST:

To assist the Chef in the overall management of the kitchens at various sites run by the Culture Trust within Luton. To ensure that the café's are operated in an efficient and effective manner; that all areas are clean, safe, and presentable and that a consistently high standard of catering is delivered to general visitors and corporate clients. Ensuring that food/personal hygiene regulations are adhered to at all times.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

	%
1. As directed, prepare to a preset standard and menu, high quality catering for various sites, including for special events and corporate bookings, preparing both hot and cold food, including ethnic, vegetarian and special needs requirements, at all times ensuring quality service is maintained.	70
2. Assist in the clearing, cleaning and washing-up within the kitchen, including “in-depth” cleaning, using any specialised products, equipment and methods authorised.	10
3. Assist in directing the work of Kitchen Assistants or trainees, ensuring correct work methods and safety rules are followed.	5
4. Assist the Chef and in their absence, be responsible for the receipt of all goods, checking, issue and security of stores and the upkeep of relevant records and documentation.	5
5. Assist with sales as required, responsible for receiving, checking deliveries, provide cover for events, sickness absence and holidays when requested.	5
6. Provide assistance with special function catering and any other catering services undertaken by the kitchen, e.g. control the sales of snacks and beverages, operating a till and cashing up at the end of the service session.	3
7. Assist with the setting up of the café's, serve customers when required, supervise self-service of food, providing replenishments as necessary, and clearing of restaurant area.	2

Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.

DIMENSIONS:

Supervisory Management: Assist in assigning tasks and supervising Kitchen Assistants and Catering staff.

Financial Resources & Responsibilities: N/A

Physical Resources: N/A

Work Ethos:

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Work flexibly and positively to achieve the business objectives of the Trust.

Other:

- Able to work across Trust sites when necessary to support teams in order to meet the business requirements of the organisation.

Trust Objective:

Our vision is to be an award winning cultural Trust providing exemplary public engagement with arts and culture.

Context:

The Culture Trust, Luton is a charity Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is '**to connect communities through culture**'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. Pre-Covid we attracted over 285,000 visits per annum. We animate five sites: The Hat Factory Arts Centre, Hat House creative workspace, Hat Works Creative Workspace, Wardown House Museum & Gallery and Stockwood Gardens & Museum. We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We support creative talent and skills by providing opportunities, platforms and cultural career progression for young people. We care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK. We co-produce activity with our community, Museum Makers volunteers and team of cultural experts

Trust Responsibilities:

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

Trust Standards:

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

Working Environment:

Working across all Trust sites as required. The postholder will be required to work in a hot and steamy environment during the course of their duties for up to 50% of a shift for all shifts. At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather.

The postholder will be required to lift / move heavy and awkward items at times, up to 20Kg for up to 10% of a shift for distances up to 25 m using trolleys in line with manual handling regulations.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

PERSON SPECIFICATION:

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Some experience in catering, with knowledge of food preparation, cooking and service	1,2	Experience in customer care	1,2
Skills/ Abilities	Able to communicate with and supervise staff	1,2	Ability to perform administrative tasks	1,2
	Able to work co-operatively and effectively as part of a team to meet service demands	1,2	Able to operate a cash till	1,2
	Demonstrable competent level of cookery skills	1,2		
Equality Issues	Able to identify some types of discrimination that commonly exist	1,2		
Specialist Knowledge	Basic knowledge of food and personal hygiene, kitchen safety legislation	1,2	Basic knowledge of the principles of nutrition	1,2
Education and Training	Basic Food Hygiene Certificate or equivalent	1,2	City & Guilds 706/1, 706/2 or equivalent	1,2
			NVQ level 1 or equivalent	1,2
Other Requirements	Able to lift catering equipment, up to 20kilos, on a frequent basis.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of the Culture Trust. The role and duties of the post are subject to change in line with the future development of the Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that the Culture Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)