

JOB DESCRIPTION

POST: Kitchen Assistant (part time 26 hours per week, over 34 weeks, per year, term time only)

REPORTING TO: Chef Manager

OTHER WORKING RELATIONSHIPS: Programming and Events Manager, Caretaking Team

MAIN PURPOSE OF POST:

To effectively assist the Chef Manager within the schools bar and café operation to provide a full catering service to all NSCD students, staff, visitors to the building and Riley Theatre audiences.

To work as part of a small team to provide at all times a safe, warm, friendly and vibrant environment for all users of the bar and café operation.

Responsibilities and Duties:

Catering

Assist the Chef Manager in the delivery of a full and varied menu which offers healthy, nutritious and well-balanced meals on a daily basis to our students and other users of the School.

To prepare and serve a simple menu in the absence of the Chef.

To deputise for the Chef in their absence.

Assist in implementing and maintaining a high level of quality and standards in food preparation and hygiene to ensure that the operation fully complies with all current Health and Safety regulations, HACCP, COSHH and food safety regulations.

Assist in the supervision of a small team of part time student catering assistants.

Assist in providing food and drink options and delivering bespoke catering for internal meetings and special events at the School.

Evening and Events Bar Operation

Be responsible for maintaining and adhering to all Alcohol Licensing Regulations.

Assist in implementing and monitoring procedure to create a smooth and efficient transition period between day time and evening operation.

Ensure that all catering and bar areas are kept immaculately clean and welcoming and are EHO compliant. Adhere to existing and new working practices, methods and procedures. Maintain and encourage others in strictest of hygiene disciplines.

To responsibly contribute to the security of the NSCD building and all persons within the building.

General / Other Duties

Undertake personal training and development with support of the School.

Establish and maintain effective working relationships with other departments.

To always act within the best interests of the school.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

Actively develop and implement green policies and practices within the catering operation.

To follow the School code of practice in matters such as Health and Safety, Equal Opportunities, Safeguarding, Environmental, and Fire Safety.

To support all agreed Quality Assurance Systems within the School.

To perform all duties to a high standard of customer care in attitude, approach and appearance. To use ones initiative and be a pro-active member of the NSCD staff, respond to the needs of our students and other customers and support the rest of the team in delivering excellent customer service.

Communicate with students at all levels on a professional and caring basis.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

Kitchen Assistant - Person Specification

	Essential Criteria	Desirable Criteria
Education/Qualifications	A catering qualification or equivalent CIEH HABC Food Safety Cert Level 1.	Qualified First Aider or able to successfully complete training. Other qualifications in health and safety, food preparation and hygiene.
Experience/Knowledge	2 years industry related experience in a similar role. Knowledge of all food, health and safety legal compliance. Experience of preparing a varied range of healthy and well balanced meals. Knowledgeable about food and food trends.	Education catering experience.
Skills / Abilities	Very good communication and organisational skills. Proven kitchen operations ability. Ability to cook and present food to a high standard.	Good written communication skills. An understanding of access and disability issues.
Personal Attributes	Highly motivated and able to work unsupervised at times. Friendly, personable and outgoing. Passion and enthusiasm for fresh food and great service. Flexible in approach to working hours while maintaining excellent timekeeping and attendance. Commitment to the protection of children and young people. A willingness to work within the Schools Child Protection and safeguarding guidance for staff and follow relevant organisational procedures. Willingness to undertake on-going professional development.	

NORTHERN SCHOOL OF CONTEMPORARY DANCE

Terms and Conditions

Full terms and conditions will be supplied to the successful candidate but in brief these are:

Place of Employment:	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
Hours of Work	Part Time 26 hours per week over 34 weeks per year, term time only and up to 4 additional weeks by negotiation. Generally 10.00am – 3.00pm Monday to Friday. Some flexible working hours (to be agreed) which may on rare occasions include evening and weekend work.
Remuneration	£8,312 per annum (pro rata, term time only), based on a full time salary of £15,796
Contract	Permanent
Probationary Period	4 months.
Leave Entitlement	25 days plus eight bank holidays (pro rata) All holidays to be taken within School closure periods at Christmas, Easter and over the Summer break.
Period of Notice	1 month during probation, 2 months after.
Pension	West Yorkshire Pension scheme.
Other benefits	Staff training and development opportunities. Free or reduced price tickets for theatre performances.

Other conditions:

NSCD is committed to safeguarding and promoting the welfare of children and young persons and vulnerable adults and requires all staff to demonstrate this commitment in every aspect of their work. Within your application please give details of your background in working with these groups and how you would contribute to the Schools' commitment to safeguarding.

The successful applicant will be subject to an enhanced DBS check with the Disclosure Barring Service.