



Kitchen assistant

Job Description

Job	Kitchen assistant
Wage	National Minimum Wage plus tips
Duration	Zero hours
Reports to	Lead Chef

Job summary

The Common Room is opening in July 2021 as a grade II* listed venue with an on-site public café bar, 5 Quarter. We are looking for confident, customer focused and proactive kitchen assistants to support delivery of The Common Room's in house catering offer including the food on sale in the 5 Quarter Café Bar and catering for meals and refreshments in The Common Room's room hire and meetings business.

You will be an integral part of the food and beverage team to help provide an integrated high quality and profitable catering service to the building's users. The profits from which support our charitable mission.

We recognise that organisations that are diverse and inclusive perform better than less diverse organisations, so we are working hard to ensure that The Common Room has this balance on our team and Board to represent our region and steer our future strategy. We would positively encourage applications from underrepresented groups including BAME applicants, LGBTQ+ applicants and disabled applicants.

Responsibilities include

- To support the Lead Chef in the kitchen by keeping on top of any necessary cleaning, washing up and food preparation
- Ensuring all food products are stored correctly, in accordance with food type, expiry date and any allergen requirements
- Maintaining a high level of product knowledge to be able to assist the customer in any menu queries
- Adhering to all Health and Safety requirements at all times
- To be able to provide any allergen information to the customer at any time
- Keep on top of all compliance activities
- Maintain equipment and kitchen areas with regular cleaning
- To support the external catering team if required
- Any other reasonable jobs around the building



Person Specification

Essential skills, knowledge and experience

Experience	Experience is not essential for this role as full training will be provided
Communication and customer service skills	Experience in effective communication and excellent customer service
Organisational skills	Extremely well organised, with great attention to detail, and an ability to coordinate, timetable and balance a broad range of priorities and projects
IT skills	Able to use electronic ordering system
Personal Attributes	A commitment to the future of the North East of England

Desirable skills, knowledge and experience

Experience	Experience in a similar working environment Level 2 food hygiene certificate Food preparation and handling
Personal Attributes	An interest in the heritage of the North East

Appointment and Application Details and Timetable

Advertising 15th June to 2nd July 2021.

Panel interviews w/c 8th July 2021.

Please send CV to Anne Bartle anne.bartle@thecommonroom.org.uk by close of business on 2nd July 2021.

Please ensure this indicates the earliest date you would be available to start work if appointed.

Please provide the names and contact details (email and phone) for two referees, one of which will be a recent or current employer. We will not contact your referees without your permission.