### JOB DESCRIPTION

**JOB TITLE:** General Kitchen Assistant  
**REPORTS TO:** Catering Manager  
**STAFF RESPONSIBLE FOR:** None  
**HOURS OF WORK:** 37.5 hours per week – normally Monday to Friday. Occasional need to work during weekends when required for conferences and events.  
**SALARY:** £10.64 to £10.90 per hour dependent of skill level and/or experience.

### MAIN PURPOSE OF THE JOB:

To assist the catering team in the busy College kitchen by helping out with food preparation tasks, serving meals, cleaning of kitchen, dining and food service areas and washing up.

### BACKGROUND

Westcott House is a small college of about 50 students in the centre of Cambridge, training men and women for ordained ministry in the Church of England. The catering department consists of 3 full time staff who work as a busy team serving approximately 50 lunches and 30 evening meals per day Monday to Friday during term time. Outside of term time not only does the team cater for conferences and events but the applicant may also need to assist other departments in the college in carrying out general tasks during this period.

### KEY TASKS AND RESPONSIBILITIES:

1. To help serve meals to students and staff.
2. (a) To assist with basic food preparation to a good standard, from good home-cooking to restaurant standard, preparing foods to the highest standards of quality, preparation, timing and temperature.  
   (b) To be aware of the range of special dietary requirements, allergies and food intolerance, from pescatarians, vegans, vegetarians, gluten free, celiacs, nut allergies and any other.
3. To ensure the serving area is kept clear and that food is replenished when required in order to maintain an efficient service.
4. Cleaning of kitchen areas, dining hall tables and food service area to be maintained to the highest standard.
5. To wash up all used utensils, cutlery and crockery at the end of each day.
6. Ensure adherence to Food Safety Level 2
7. Ensure adherence to Health and Safety, security and other College policies at all times.
8. Undertake any other reasonable duties to assist in the continued efficient running the department.

September 2023