



<u>Kitchen Assistant</u>	
Reports to	Retail and Catering Manager
Contract	Permanent
Hours	0700-1400 Wednesday – Sunday 32.5h per week
Salary	£22,730
Benefits	22 days annual leave

To support the effective daily operation of the kitchen and bakery service at One Garden Brighton. The Kitchen Assistant is responsible for preparing grab-and-go food items, replenishing the bakery counter with products supplied by the bakery team, and maintaining strict standards of cleanliness, hygiene, and organisation within all kitchen areas.

Responsibilities of the role

1. Food preparation

a. Prepare a consistent range of grab and go items in line with recipes, portion guidelines and food safety standards.
b. Assist with food preparation tasks under direction of the kitchen team.
c. Ensure all items are correctly packaged, labelled and stored.

2. Bakery Counter Provisions

a. Receive, organise and display baked goods supplied by the bakery team.
b. Ensure the bakery counter is fully stocked, attractively presented and maintained throughout service hours.
c. Follow stock rotation procedures to minimise waste and maintain freshness.

3. Kitchen Hygiene and Organisation

a. Maintain a clean, tidy and safe working environment at all times.
b. Clean and sanitise work surfaces, utensils, equipment and storage areas in accordance with food hygiene regulations.
c. Assist with washing up and waste disposal duties as required.
d. Report any hazards, maintenance issues or equipment faults promptly.

4. Operational Support

a. Assist with deliveries, stock storage and inventory rotation.
b. Follow all internal policies, procedures and food safety standards (including allergen awareness)
c. Work collaboratively with chefs, bakers and front of house colleagues to ensure seamless service delivery.

Essential Criteria

a. Experience working in a kitchen, cafe or food service environment.
b. Understanding of food hygiene and preparation practices.
c. Strong organisational skills and attention to detail.
d. Ability to work independently and as part of a team.
e. Excellent customer service skills
f. Experience in a visitor attraction, retail and hospitality
g. Ability to communicate effectively
h. Thrives in fast paced environment
i. Willing to work flexibly and ensure tasks are completed to a high standard
j. Possess the ability to work under pressure and manage conflicting priorities
k. Flexible with regards to working hours, including weekends and bank holidays

Desirable Criteria

a. Personal licence holder
b. UK Driving License holder
c. Own vehicle or access to a vehicle
d. Holds a first aid qualification

Working Hours

32.5 hours per week between 07:00 to 14:00, Wednesday to Sunday. There will also need to be some flexibility will be required to meet the needs of the business, so this will also include some evening working for functions and events and whole college promotional events. One Garden Brighton is open all year round seven days per week.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 22 working days, plus 8 bank holidays. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Where working on Bank Holidays if required, TOIL will be applied to your holiday allowance.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Pension

The candidate appointed to the post will automatically become a member of the NEST Pension Scheme and pay contributions as determined by annual salary levels.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.