

Altwood Road

Maidenhead SL6 4PF

Box Office: 01628 788997

Admin: 01628 682555

Fax: 01628 682525

Email: admin@nordenfarm.org

Dear Applicant

Thank you for your enquiry regarding the vacancy of **Kitchen and Café Bar Assistant**

I am pleased to enclose an application pack (10 pages) consisting of the following:

* Job Description and Person Specification
* Application Form
* Equal Opportunities Monitoring Form

Please ensure that you read all information thoroughly before applying. Application should only be made on the enclosed application form (attaching continuation sheets where necessary), answering each section fully. No CVs should be submitted. Applications are to be emailed to admin@nordenfarm.org

I look forward to receiving your application and thank you for your interest in the position.

Sincerely



Jane Corry

Chief Executive & Artistic Director



**Kitchen and Café Bar Assistant**

**Job Description**

Post Title: Kitchen & Café Bar Assistant

Hours: Friday/ Saturday evenings plus 1 additional shift p/wk.

15 hours p/wk guaranteed with potential for further hours as

Available

Salary: £11.44 p/hour

Holiday: 10.5 days p/annum

Base: Norden Farm Centre for the Arts, Maidenhead

Reporting to: Head Chef and Catering Manager

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| **Job Summary** |

The Kitchen & Café Bar Assistant is responsible for washing up and keeping the kitchen area clean and tidy and helping the kitchen to prepare food and drinks and serve customers of our Café Bar, working within the kitchen team.  These range from audiences coming to see films or shows, people taking classes or just enjoying a leisurely lunch at our friendly arts centre.

The ratio of time spent in the kitchen vs the café bar will be approximately 2/3 vs 1/3.

The facilities service all users of Norden Farm, including live performance and film audiences, workshop participants, corporate and function clients. This is a unique opportunity for the right candidate to learn and develop skills in the catering industry.

All staff at Norden Farm have the opportunity to see shows and films for free where there’s availability.

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| **Key Responsibilities** |

* **Dishwashing**: All dishes, ranging from pots and pans to the cutlery, are either hand washed or loaded into the dishwasher by the Kitchen and Café Bar Assistant
* **Waste Removal**: the Kitchen and Café Bar Assistant help empty all trash bins and ensure that all waste is disposed of promptly.
* **Basic Food Preparation**: If a kitchen is extremely busy, kitchen staff may turn to the Kitchen and Café Bar Assistant to perform basic food prep.
* **Material Collection**: If a chef needs materials or ingredients, the Kitchen and Café Bar Assistant help collect those materials.
* **End of the Day Clean Up**: Once a kitchen is closed, the Kitchen and Café Bar Assistant assist in cleaning to make sure that the kitchen is ready for the next day.
* **Following Instructions**: Kitchens can be chaotic, so it is important that the Kitchen and Café Bar Assistant listen to their superiors and follow instructions.
* **Ensuring a Safe Environment**: Cleanliness is directly related to a safe cooking environment, and the Kitchen and Café Bar Assistant ensure a safe environment by effectively cleaning all cookware and cooking surfaces.
* **Serving customers**: the Kitchen and Café Bar Assistant take orders and serve customers with food and drink

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| **Person Specification** |

**Essential**

Candidates must be able to demonstrate:

* An understanding of basic food safety
* How to operate basic kitchen equipment
* Ability to work in a clean and organised manner

**Desirable**

* Level 2 food safety certificate
* Willingness to learn new skills

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| **Working Hours** |

Norden Farm Centre for the Arts is open to the public:

Tuesday – Saturday 10am – 11pm

The Café Bar is open for service:

Tuesday – Saturday 10am – 11pm

However special events sometimes take place on Monday and Sundays and outside the above hours.

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| **Benefits** |

* Complimentary tickets for performances and films, subject to availability and agent ticket policy
* Meals while on duty
* Discount on meals and drinks in the Norden Farm Café Bar while not on shift
* Free on site parking
* Stakeholder pension scheme

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# Norden Farm Centre for the Arts

Application Form

**CONFIDENTIAL**

***Please read the job description and supporting information before completing this form.***

Please complete this form, ensuring you fill in all appropriate sections as fully as possible. Forms may be completed electronically or by hand in black ink. CVs should NOT be included with applications. There are 5 pages plus an Equal Opportunities Monitoring Form.

Completed application forms may be submitted by email to admin@nordenfarm.org or by post to: Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF.

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

We will keep your application form on file for 3 months after the date of receipt.

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| **Application for the post of:** |  |

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| Personal Details |
| Last Name |  |
| First Names |  |
| Home Address |  |
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|  |  |
|  |  | Postcode |  |
| Telephone | Home  |  | Work |  |
|  | Mobile |  |  |
| Email address |  |
| May we contact you at work? |  |

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| Education and Training |
| **Secondary Education** |
| From | To | School(s) | Examinations passed/Grades |
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| **Higher and Further Education (University/College/Apprenticeships etc)** |
| From | To | Place of Education | Qualifications obtained |
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| **Short and Part-time Courses** (including relevant in-house training) |
| Dates | Details |
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| Previous Employment |
| Date from | Date to | Name, location and nature of employer’s business | Position held | Reason for leaving |
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| Supporting Information |
| Please use this space to tell us why you have applied for this position and what you will bring to the post. Reference the Job Description. Describe how the skills and experience you possess would enable you to fulfil the role as described in the job description and any other information that supports your application. Use a continuation sheet if necessary. |
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| Further Information |
| Do you hold a current and full (not provisional) EU driver’s licence? |  |
| Do you require a work permit to work in the United Kingdom? |  |
| Please state how many days you have been absent from work/college due to illness during the last two years, providing details for any extended absence if you wish.\* |  |
| *Under the Rehabilitation of Offenders Act 1974, candidates are not usually required to give details of spent offences* |  |
| Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? \* |  |
| *\* Please use an additional sheet if necessary* |  |

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| References |
| Please give the names and addresses of two people, not relatives, one of who should be your current employer (or last employer) from whom confidential references may be obtained. It is Norden Farm’s policy to contact referees before an offer of employment is made. Please indicate if you would prefer this NOT to happen. |
| Name | Position | Address/Telephone Number/Email |
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| Declaration |
| I declare that the information on this application is, to the best of my knowledge, true and complete |
| Signed  | Dated |