
KITCHEN ASSISTANT

Job description

Department:	Events & Commercial Development
Responsible to:	Chef, Food & Beverage Manager
Contract type:	Annualise Hours
Salary:	£13.41 per hour

ABOUT WOOLWICH WORKS

Woolwich Works is a multi-million-pound cultural hub in the old military buildings of the Royal Arsenal that opened in September 2021. Our spaces include a stunning 1500m² former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard and a beautiful, buzzing café bar. We're home to a number of world class resident artistic companies, including Carlos Acosta Dance Foundation, Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein and internationally renowned theatre company, Punchdrunk.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), an independent not-for-profit organisation founded to run Woolwich Works.

ABOUT THIS JOB

The Kitchen Assistant will play an important role in supporting the smooth running of our café and catering operation. Working closely with the Chef and Bar & Catering Manager, you will help prepare ingredients, assist with food service, maintain high hygiene standards, and ensure the kitchen is clean, safe and well-organised.

This is a hands-on role within a busy, creative environment, and will suit someone who enjoys working as part of a team, takes pride in high standards, and is flexible to the needs of a growing hospitality business.

Is this job for you?

We're looking for someone who is reliable, hardworking and enjoys being part of a busy kitchen team. You don't need to be an experienced chef, but you should have some experience working in a kitchen or catering environment and be eager to learn new skills.

If you take pride in keeping things clean and organised, can follow instructions carefully, and enjoy working with food and people, this could be the perfect role for you. You'll need to be flexible, willing to get stuck in, and happy to work evenings and weekends as part of our growing café and events operation.

KEY RESPONSIBILITIES

1. Support the Chef in preparing menu items including breakfasts, lunches, snacks and catering orders for events.
2. Assist with food preparation such as chopping, washing, portioning and plating.



3. Maintain a clean and safe kitchen environment, including washing dishes, cleaning equipment and ensuring compliance with health and safety procedures.
4. Store food correctly, ensuring everything is labelled, dated and rotated.
5. Follow allergen, food hygiene and HACCP procedures as instructed.
6. Help set up and clear down kitchen and catering areas before and after service.
7. Receive and store deliveries, checking quality and reporting any issues.
8. Work as part of the team during café service and events, supporting smooth and efficient operations.
9. Undertake any other duties consistent with the role as required.

General Responsibilities

1. **Undertake designated responsibilities**, such as a First Aider, Fire Marshal or Duty Manager if required and appropriately trained.
2. **Ensure full compliance** with all relevant legal, licensing, health and safety, safeguarding, and internal policy requirements.
3. **Support the development of future talent** by welcoming and mentoring work experience placements, interns and apprentices, creating an inclusive and supportive environment.
4. **Promote and maintain a safe working environment**, following the Trust's Health and Safety Policy and all other relevant policies, procedures and encouraging others to do the same.
5. **Protect the organisation's data and information assets**, ensuring all work complies with the Trust's data protection policies and the Data Protection Act 2018.
6. **Take personal responsibility for ongoing learning**, undertaking training and professional development as required to meet the evolving needs of the organisation.
7. **Always act in the best interests of the Trust**, complying fully with all relevant organisational policies and procedures.
8. **Carry out any other duties** reasonably expected of the role.

Note: This job description outlines key responsibilities but does not form part of the employment contract. Duties may evolve over time and will be reviewed periodically in consultation with the post holder.

PERSON SPECIFICATION

Minimum requirement:

- Previous experience in a kitchen, café or catering environment.

Essential skills and experience:

- Knowledge of basic food hygiene and safe working practices.
- Ability to follow instructions and work effectively as part of a team.



- Positive, enthusiastic attitude and willingness to learn.
- Reliability, punctuality and the ability to work flexibly.
- Good communication skills and a friendly, professional manner.

Desirable skills and experience:

- Level 2 Food Hygiene Certificate.
- Knowledge of allergens and food safety regulations.
- Experience working in a busy kitchen or event catering environment