

CATERING ASSISTANT

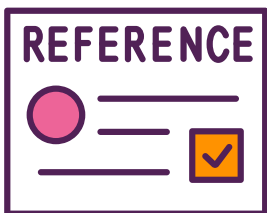
Job Information Pack



This is the job information pack for the role of Catering Assistant at The Feed.



To apply please send your CV and cover note or video to debbie@thefeed.org.uk



We will need 2 satisfactory references which we will take up after interview. We will also get a DBS check done (an offence history is not necessarily a barrier to employment).



We are looking to recruit as soon as possible, so please send your CV in.



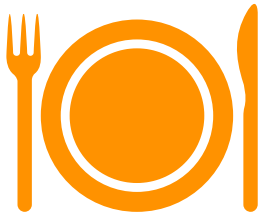
Interviews will be at Kettle, if there are any days or times that you cannot make. please let us know when you send your CV.

ABOUT THE FEED



Through the power of food, our mission is to empower communities in Norwich, ensuring each and every person has the support to eat well, live well, and feel connected.

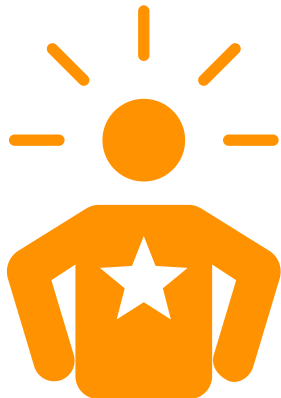
Everything we do works towards our vision of 'communities where everyone thrives'.



We are passionate about food and passionate about people, so we run cafés and a catering enterprise which produce delicious homemade food to generate much of our income.



We also operate a Social Supermarket that provides affordable groceries alongside our Community Café & Kitchen where we provide advice sessions, activities and workshops to support our members with issues relating to food inequality



By providing safe spaces at the heart of the community and a holistic programme of projects and 1:1 support, we can reduce inequalities, raise aspirations, and create a shared culture of strength and kindness.



To find out more about what we do and how we run, you can look at our website and social media accounts.

OUR VALUES

Be **focused**

We will keep things simple. We will concentrate on doing a few things really well and communicating clearly

Be **energetic**

We are committed, dedicated, determined, purposeful and fun. We will not give up on achieving our vision and mission

Be **creative**

We dream big and learn from trying new things. We collaborate with other organisations who share our goals, locally and from further away. We are aspirational and inspire the people we work with to aim high

Make **people proud**

We take pride in our work and our products and want to be known for being the best. We celebrate our successes

Treat **people well**

We always prioritise equality and gain strength from diversity

Improve **our environment**

We seek to improve the local communities where we work and to make a positive impact on the environment

ABOUT THE CATERING ASSISTANT ROLE



The Catering Assistant role is part of our busy bistro team serving the Kettle Foods staff in their in-house cafe. They are trialling an evening service for 3 months.



You will preparing and serving our lovely food for the bistro, ensuring food and presentation is of the highest standard.



Food safety is an important part of the role, taking temperatures, complying with all food safety processes, systems and paperwork.



On evenings you will be the only person on shift so will be responsible for opening and closing the bistro.



Cleaning is fundamental – sweeping & mopping the floor, cleaning tables, washing up, & emptying the bins

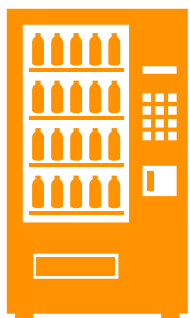


You will receive training in handling card transactions to complete the customer experience.

PERSON SPECIFICATION – skills required



We cook all our food from scratch, so a good level of cooking skills is essential. Experience of cooking breakfasts is essential. Preparing sandwiches & wraps efficiently is also an essential skill.



Evenings are a crucial time for vending machine use. Experience in filling and emptying vending machines, checking use by dates would be beneficial, but training will be given.



Are you tidy & organised? Working in a busy kitchen you will need to be!



Are you a team player? There will be times when overtime is available to cover holiday and sickness.



Are you kind, patient & approachable? One of our values is to 'Treat People Well'. This applies to our team, our customers and the people we support



At The Feed we take pride in our work and care about exceeding expectations whenever possible. This is a quality we look for in our employees.

TERMS & CONDITIONS



This position is a temporary, part-time role, working 12 hours a week, reporting to the Bistro Manager. The contract will be for 3 months, but will become permanent if the night shift is well-used by Kettle staff.



The hours for this role are Thursdays & Fridays, 6pm - 12am. Occasionally there will be overtime available and flexibility will be required to cover sickness and holiday absence.



The hourly rate for this position is £12.60. Your salary will be paid monthly in arrears



The location for this vacancy is at Kettle Foods Ltd, 38 Barnard Road, Norwich NR5 9JP. There is little public transport, so your own transport will be essential.



The holiday allowance is 28 days pro rata (including bank holidays)



After passing your 3 month probation period The Feed will contribute 3% of the salary value into a pension.