

CATERING ASSISTANT

PART-TIME



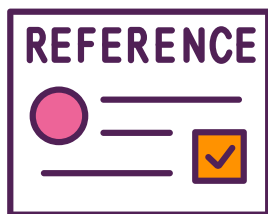
Job Information Pack



This is the job information pack for the role of Part Time Catering Assistant at The Feed at the Kettle Foods' staff bistro.



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

JUNE							2025
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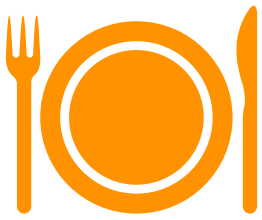
Interviews will take place at Kettle Foods. if there are any days or times that you cannot make. please let us know when you send your CV.

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.

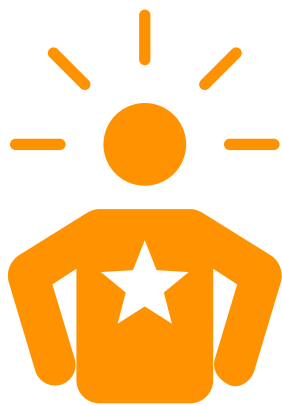
Everything we do works towards our vision of 'communities where everyone thrives'.



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.

www.thefeed.org.uk



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.



You will preparing and serving our lovely food for the café, 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.



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



Treating people well is one of The Feed's values. Providing great customer experience is an important part of the role.



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

PERSON SPECIFICATION – essential skills



We cook all our food from scratch, so a basic level of kitchen skills is essential for making fillings, salads, sandwiches/wraps etc.



It would be great if you have your level 2 Food Hygiene, don't worry if not, we will provide training.



Are you tidy & organised? Working in a small, busy café 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 permanent, part-time role, reporting into the Bistro Manager.



This position is for 4 hours a week, 8 am - 12pm, on Thursdays.



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



The location for this position 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.