

NORTHERN SCHOOL OF CONTEMPORARY DANCE

JOB DESCRIPTION

POST:	Kitchen and Café Assistant
REPORTING TO:	Kitchen Manager
OTHER WORKING RELATIONSHIPS:	Programming, Events and Front of House Manager, Facilities Team

MAIN PURPOSE OF POST: To effectively assist the Kitchen Manager within the schools bar and café operation to provide a full catering service to all NSCD students, staff and visitors to the building and Riley Theatre audiences.

To work as part of a small team to provide a safe, warm, friendly and vibrant environment for all users of the bar and café operation.

Responsibilities and Duties:

We are seeking 1 person to work front of house and undertake food preparation duties, Training will be provided for some aspects of the work. You will be expected to contribute to the following services:

Catering

- Assist the Kitchen Manager in the delivery of a full and varied menu which offers healthy, nutritious and well-balanced meals on a daily basis to our students and other users of the School.
- To prepare and serve a reduced menu in any absence of the Kitchen Manager.
- Assist in implementing and maintaining a high level of quality and standards in food preparation and hygiene to ensure that the operation fully complies with all current Health and Safety regulations, HACCP, COSHH and food safety regulations.
- Assist in providing food and drink options and delivering bespoke catering for internal meetings and special events at the School.
- Ensure that all catering areas are kept immaculately clean and welcoming and are EHO compliant. Adhere to existing and new working practices, methods and procedures. Maintain and encourage others in strictest of hygiene disciplines.
- To responsibly contribute to the security of the NSCD building in relation to spaces and resources used.

Front of House Service:

- Prepare the service area, hot cupboards and other equipment as instructed.
- Support the set up and close down of the counter at the start and end of the day.
- Serve a variety of hot and cold beverages from the main service area.
- Maintaining outstanding levels of customer service, processing sales quickly, accurately and efficiently, cash register operations.
- Promote a friendly and welcoming atmosphere to benefit both the company and the guests.
- Ensure tables are always kept clean and that condiments and other essentials are well stocked.
- Help answer questions and make suggestions regarding food and beverage choices.
- Replenish stocks to shelves, fridges and stores. Carry out appropriate stock level checks where necessary.
- Maintain the hygiene and cleanliness of counter and front of house area of the café and bar.
- Support the chef manager in washing of dishes, cutlery tables and all other catering equipment in the catering environment.

General / Other Duties

- Undertake personal training and development with support of the School.
- Establish and maintain effective working relationships with colleagues.
- To always act within the best interests of the school.
- Actively develop and implement green policies and practices within the catering operation.
- To follow the School code of practice in matters such as Health and Safety, Equal Opportunities, Safeguarding, Environmental, and Fire Safety.
- To support all agreed Quality Assurance Systems within the School.
- To perform all duties to a high standard of customer care in attitude and approach,
- Have a positive and approachable attitude is a must, as this is a customer facing role.
- Being the first face many of our students and visitors will see, you'll be a role model when it comes to what a great service will look like.
- We want you to bring your great communication skills, strong teamwork ethos and a positive can-do attitude.
- Being a team player is important, but you'll also need to be able to work well on your own, using own initiative, being proactive to deliver excellent customer service.
- Be able to communicate with students at all levels on a professional and respectful basis.

Person Specification - Kitchen Assistant

	Essential Criteria	Desirable Criteria
Education/ Qualifications	<ul style="list-style-type: none"> • A catering qualification or equivalent • CIEH HABC Food Safety Cert Level 1. 	<ul style="list-style-type: none"> • Qualified First Aider or able to successfully complete training. • Other qualifications in health and safety, food preparation and hygiene.
Experience/ Knowledge	<ul style="list-style-type: none"> • 2 years industry related experience in a similar role. • Knowledge of all food, health and safety legal compliance. • Experience of preparing a varied range of healthy and well-balanced meals. • Knowledgeable about food and food trends. 	<ul style="list-style-type: none"> • Education catering experience.
Skills/Abilities	<ul style="list-style-type: none"> • Good communication and organisational skills. • Proven kitchen operations ability. • Ability to cook and present food to a high standard. 	<ul style="list-style-type: none"> • Good written communication skills. • An understanding of access and disability issues.
Personal Attributes	<ul style="list-style-type: none"> • Highly motivated and able to work unsupervised at times. • Friendly, personable and outgoing. • Passion and enthusiasm for fresh food and great service. • Flexible in approach to working hours while maintaining excellent timekeeping and attendance. • Commitment to the protection of children and young people. A willingness to work within the Schools Child Protection and safeguarding guidance for staff and follow relevant organisational procedures. • Willingness to undertake on-going professional development. 	
Safeguarding	Have proven knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with students and vulnerable adults.	

Terms and Conditions

Full terms and conditions will be supplied to the successful candidate but in brief these are:

Place of Employment	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
Hours of Work	37 hours per week Term Time, (8.00am – 4.00pm) plus additional weeks to fulfil business requirements. Monday to Friday with some flexible working hours to be agreed, which will include some evening and weekend work.
Remuneration	£22,324
Contract	1-year fixed term contract
Probationary Period	6 months
Period of Notice	1 month on either side.
Pension	Local Government Pension Scheme available (West Yorkshire Pension scheme).
Other benefits	Staff training and development opportunities. Free or reduced-price tickets for Riley Theatre School performances.

Equal Opportunities

The School is committed to providing non-discriminatory and harassment-free working environment for our employees. All School employees are expected to have due regard for those policies when carrying out their duties.

Equality, Diversity and Inclusion

NSCD believes that diversity and a diverse workforce is critical to its future development. As an equal opportunities employer we actively encourage interest from suitably qualified and eligible candidates regardless of sex, age, race, cultural background, disability, sexual orientation, gender identity, religion or belief.

Safeguarding

NSCD follows Safeguarding provision and all staff require a full DBS check. NSCD is committed to safeguarding and promoting the welfare of students and vulnerable adults and expects all staff and volunteers to share in this commitment.

Health and Safety

All employees will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health and Safety policy/local rules/codes of practice relating to Health and Safety.

Environment & Sustainability

Northern School of Contemporary Dance recognises and is aware of its Social, Economic and Environmental responsibilities, the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of NSCD's Environment and Sustainability Policy.

August 2024