

**JOB DESCRIPTION**

<b>POST:</b>	Café and Kitchen Assistant (part time 25 hours per week)
<b>REPORTING TO:</b>	Kitchen Manager
<b>OTHER WORKING RELATIONSHIPS:</b>	Programming and Events Manager, Facilities Team
<b>MAIN PURPOSE OF POST:</b>	To assist in the serving of all food and beverages in the school café area. To effectively assist the Kitchen Manager within the school's bar and café operation to provide a full catering service to all NSCD students, staff, visitors to the building and Riley Theatre audiences. To work as part of a small team to provide at all times a safe, warm, friendly and vibrant environment for all users of the bar and café operation.

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**Responsibilities and Duties:**

**Catering**

Assist the café/kitchen team in the serving of all food and beverages to all students, staff and visitors and record payment through the café till system. Cash handling or using credit card machine.

Assist the Chef 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 help the full time Kitchen Assistant prepare and serve a reduced menu in the 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 and bar 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.

**General / Other Duties**

Undertake personal training and development with support of the School.

Establish and maintain effective working relationships with other departments.

To always act within the best interests of the school.

Actively develop and implement green policies and practices within the catering operation.

To responsibly contribute to the security of the NSCD building and all persons within the building.

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.

## NORTHERN SCHOOL OF CONTEMPORARY DANCE

To perform all duties to a high standard of customer care in attitude, approach and appearance. To use ones initiative and be a pro-active member of the NSCD staff, respond to the needs of our students and other customers and support the rest of the team in delivering excellent customer service.

Communicate with students at all levels on a professional and caring basis.

### Café and Kitchen Assistant - Person Specification

	Essential Criteria	Desirable Criteria
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• A catering qualification or equivalent</li> <li>• CIEH HABC Food Safety Cert Level 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider or be able and willing to successfully complete training.</li> <li>• Other qualifications in health and safety, food preparation and hygiene.</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• 2 years industry related experience in a similar role.</li> <li>• Experience with cash handling and working in a fast-paced environment.</li> <li>• Knowledge of all food, health and safety legal compliance.</li> <li>• Experience of preparing a varied range of healthy and well-balanced meals.</li> <li>• Knowledgeable about food and food trends.</li> </ul>	<ul style="list-style-type: none"> <li>• Education catering experience.</li> <li>• Preferably barista trained, training can be provided.</li> <li>• Working on EPO cash register system.</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>• Very good communication and organisational skills.</li> <li>• Proven kitchen operations ability.</li> <li>• Ability to cook and present food to a high standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Good written communication skills.</li> <li>• An understanding of access and disability issues.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Highly motivated and able to work unsupervised at times.</li> <li>• Friendly personable and outgoing.</li> <li>• Passion and enthusiasm for fresh food and great service.</li> <li>• Flexible in approach to working hours while maintaining excellent timekeeping and attendance.</li> <li>• 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.</li> <li>• Willingness to undertake on-going professional development.</li> </ul>	
<b>Safeguarding</b>	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.	

## NORTHERN SCHOOL OF CONTEMPORARY DANCE

### Terms and Conditions

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

<b>Place of Employment:</b>	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
<b>Hours of Work</b>	Part Time 25 hours per week Generally 10.00am – 3.00pm Monday to Friday. Some flexible working hours (to be agreed) which may on rare occasions include evening and weekend work.
<b>Remuneration</b>	£22,324 pro rata per annum (equivalent to £11.60 per hour).
<b>Contract</b>	1-year fixed term
<b>Probationary Period</b>	3 months.
<b>Period of Notice</b>	1 month on either side.
<b>Pension</b>	West Yorkshire Pension scheme.
<b>Other benefits</b>	Staff training and development opportunities. Free or reduced price tickets for theatre 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.

**January 2025**