

16 April 2021

Kitchen Assistant

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Please find enclosed information on the part-time role of Kitchen Assistant at Artsadmin. To apply, you will need to complete our online application form: <https://www.artsadmin.co.uk/about/jobs>

Deadline for applications: 12pm on Thursday 29 April 2021
Interviews will take place on Wednesday 5 May 2021

Please refer to the Kitchen Assistant job description and person specification in your application. If you have any difficulty completing the online form, please contact 020 7247 5102 or email deborah@artsadmin.co.uk

This application pack contains:

- Application guidance notes
- About us
- Job description
- Person Specification

Thank you for your interest in Artsadmin.

Kind regards,

Deborah Chadbourn
Executive Director
020 7247 5102
deborah@artsadmin.co.uk

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VAT REGISTRATION NUMBER: 657086117. REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER: 1044645

**ARTS
ADMIN**



APPLICATION GUIDANCE NOTES

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can.	
Research Artsadmin	This will tell you about who we are and the work we do: artsadmin.co.uk	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These are the minimum requirements for the role. It is important that you clearly demonstrate these in your application.	
Complete the application form and Equal Opportunities form	Please complete all sections as fully as possible. The online application form can be found at apply.artsadmin.co.uk You can complete the Equal Opportunities form online here . This is anonymous and optional. Artsadmin has priorities in who we reach with our work. We collect and review this data to understand if we're achieving what we've set out to do.	
Submit your application	You will receive a confirmation email. If you have any difficulties with your online application contact us 020 7247 5102 or email admin@artsadmin.co.uk Deadline: 12pm on 29 April 2021. We cannot accept applications after this time.	

ABOUT ARTSADMIN

Artsadmin is a producing organisation, working with artists to enable them to create bold, interdisciplinary work that connects with local, national and international audiences.

We deliver a wide-ranging artist support programme that includes free creative

support sessions and training as well as artist-led development opportunities for hundreds of artists per year. Our support benefits young people getting involved in performance for the first time through to artists with established careers.

We also run Toynbee Studios in London's east end, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent.

Everything we do is underpinned by our core values. We aim to be:

- Sustainable. Raising awareness of environmental issues through the arts and seeking greener ways of working
- Collaborative. Developing long-term relationships with diverse audiences, artists and partners
- Bold. Encouraging artists to take risks, supporting radical approaches and promoting experimentation

We collaborate with festivals, artists and other organisations to programme work that reflects our core values, including [Season for Change](#) and [Unlimited](#).

Working with disabled and non-disabled artists, both emerging and established, across gender and sexual orientation, race and ethnicity, global and local, Artsadmin strives to put equity and inclusion at the core of its activities – as artist producers, curators and collaborators.

Our anti-racist work on recruitment and retention:

We are a [team](#) comprising around 24 people where everyone's contribution is valued. This job description was written with the collaboration of our anti-racist recruitment and retention committee and with the advice and support of some external colleagues, including artists. We acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. This can only be addressed through deep, ongoing, active anti-racist training and policy-making, which is now underway.

For recruitment, we are committed to ensuring that there is:

- At least one person of colour on the interview panel
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview.

Once in the role, any successful candidate who is a person of colour will have access to an external coach or mentor to provide support in a majority white workplace. This support will be paid for by Artsadmin.

Access support

Access support is available for all applications, including alternative formats and tailored support. If, for access requirements, you'd prefer to meet one of our team or talk through these guidelines, please contact access@artsadmin.co.uk or call 020 7247 5102.

Equal opportunities

Artsadmin is an equal opportunities employer, and positively encourages applications from groups currently underrepresented irrespective of gender identity, sexual orientation, marital status, race, religion, nationality, ethnic origin, disability or age. This applies whether in relation to terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

London Living Wage

Artsadmin pays a minimum of London Living Wage.

Find out more [about Artsadmin](#) and [our policies \(including Accessibility and Transitioning at Work\)](#)

Job Description: Kitchen Assistant

The Kitchen Assistant will join the [Arts Bar and Café at Toynbee Studios](#), which offers vegetarian menu, at an exciting time contributing creatively to its reopening. You will need to be energetic, hard-working and happy to work in a small team of two people. This is an opportunity for a catering professional at an early stage in their career to develop their skills in a vibrant arts context. The position is 20 hours per week

Role: Kitchen Assistant

Responsible to: Arts Bar and Café Supervisor. Part of the Operations team.

Salary: £11,284 based on London Living Wage at £10.85/hr x 20 hours per week. (London Living Wage usually increases in November of each year)

Contract period: Permanent, part-time

Hours of work: This is a .5 position for 20 hours per week. Normally Monday to Friday 10.30am – 2.30pm.

Overtime: Additional hours may be required according to the business needs and trading hours and will be paid on an equivalent hourly rate, subject to prior approval of extra hours.

Annual leave: 14 days including bank holidays (50% of statutory 28 days). In addition, the company usually offers two weeks discretionary, paid leave for its annual Christmas closure. Holidays increase by one day per three years of service up to a limit of 5 additional days.

Benefits include:

- Pension scheme
- Sick pay and income protection scheme
- Life Assurance scheme at four times annual salary
- Health scheme and eye tests and glasses
- Childcare allowance

- Travel card /Season ticket loan

Probation Period: 1 months, renewable

Notice period: 2 weeks during the probation period, 4 weeks after the end of the probation period

Purpose of post:

To contribute to the smooth running of Artsadmin's catering operation including café service and events, helping to provide an excellent service to staff and customers to achieve the highest financial return and customer satisfaction possible.

Main Responsibilities:

Service:

- To prepare a variety of light meals; salads, soups and sandwiches, in line with our vegetarian, environmentally-sustainable values to maintain a low carbon footprint.
- To attend monthly staff meetings with the Head of Operations, Arts Bar & Café Supervisor and Finance Manager, to discuss catering and bar issues, menus and functions.

Health & Safety:

- To clean the kitchen daily at the end of the shift as directed by the Arts Bar & Café Supervisor.
- To ensure excellent standards of food hygiene in all areas where service is provided including but not limited to the kitchen, café and bar.
- In conjunction with the Arts Bar & Café Supervisor, to be responsible for Health & Safety in the catering area, ensuring that the Company's Food Safety Systems are all followed and that the required written records are made in line with food safety & hygiene legislation.
- To ensure all legal documentation is kept up to date and filed accordingly, including, but not limited to; cleaning rota, temperature control charts, cooking charts.
- To rotate all kitchen stock, label all food items with date of production and 'use-by' date, according to HACCP.
- To help ensure all catering equipment is kept safe and in good repair, reviewing these regularly and communicating any problems to the Arts Bar & Café Supervisor.
- To ensure all waste is segregated into recyclable, food and general waste.
- To ensure that no member of staff or volunteer smokes, eats or drinks in the kitchen.
- To ensure security of stock and equipment.
- To undergo training as required to ensure continued compliance with all statutory requirements.
- To wear the correct kitchen uniform at all times during trading hours.

Operational:

- To check and sign for deliveries and delivery notes / invoices as instructed. Report any variations as soon as possible. Refuse or send back sub-standards

food products.

- To control as effectively as possible any wastage of stock by means of a wastage diary.
- To be responsible for the security of all supplies in the kitchen & stores to minimize risk of theft.
- To help with monthly stock takes of all food items in the Café on proformas provided

Duties of all staff:

- To observe all Artsadmin’s policies and procedures.
- To carry out any other duties that may reasonably fall within the remit of the post.
- To maintain health and safety in the wider work place.
- To attend and participate in any relevant staff development schemes operated by the Company.

This job description is not intended to be exhaustive and its contents may alter from time to time in accordance with business requirements.

PERSON SPECIFICATION

Experience, skills and knowledge

	ESSENTIAL	DESIRABLE
Education & Training	<ul style="list-style-type: none"> • Level 1 food hygiene qualification 	<ul style="list-style-type: none"> • Level 2 or higher food hygiene qualification • First Aid
Relevant Experience & Knowledge	<ul style="list-style-type: none"> • Previous experience of working in a busy kitchen service including waste control • Knowledge of vegetarian and vegan menus 	<ul style="list-style-type: none"> • Previous catering experience in a venue, theatre or events environment • Previous experience of working in a charity • Experience of developing menus
Skills & Abilities	<ul style="list-style-type: none"> • Passion for food • Attention to detail and a commitment to high standards • Commitment to equal opportunities, and excellent customer service • Ability to communicate effectively in spoken English 	<ul style="list-style-type: none"> • Marketing skills using social media platforms • Interest in sustainability and enthusiasm for working in an environmentally-friendly way
Personality	<ul style="list-style-type: none"> • A positive attitude 	

	<ul style="list-style-type: none">• Respect for other team members• Hard-working and reliable	
General	<ul style="list-style-type: none">• Flexible approach• Willingness to learn new skills• Basic numeracy• Creative and resourceful	