

Kitchen Assistant

Job Pack

Blackthorn Trust is a charity in Maidstone. We are looking for an enthusiastic, 'can do' person to join the small team based in our community hub. This role plays a key part in helping the catering team to deliver excellent food and service whilst supporting our service users.

Who you are:

- You must have a passion for making a difference and have an interest in working in a busy catering / café environment.
- You will be excellent at supporting others and will be able to use your own initiative to spot what needs doing.
- Catering experience is not essential as training will be provided.
- As a mental health charity we are working with service users on a daily basis so you will need to be friendly and approachable and able to join the team in creating a supportive environment.

The role specifics:

- **Job Type:** Fixed term contract, initially for 1 year.
- **Hours:** Part time, 20 hours per week - Monday to Friday, 12 noon – 4pm. We are happy to consider a flexible working pattern.
- **Salary:** £12.21 per hour.

Person Specification

Studies indicate that women and people from ethnically diverse heritage are less likely to apply for jobs unless they meet every single criteria. If you're excited about this role but your past experience doesn't perfectly fit our core criteria, please do not be discouraged from applying. We are keen to recruit the right person for the role and welcome applications from those who may be open to learning new skills.

How to apply for the role of Kitchen Assistant:

We are very interested in hearing from anyone who feels they have the qualities to make a difference.

Closing date for applications is 21st May 2025 (we may close the application window earlier if we have a high level of applications). Please send your completed application form to sue.shaw@blackthorn.org.uk

We aspire to remove barriers and be open to all. We fully support access to work applications. To submit applications in an alternative format, or to request information in an alternative format please email: sue.shaw@blackthorn.org.uk

To apply for this role, you must be eligible to work in the UK – Blackthorn Trust is not a Sponsoring Organisation.

Job Description: Kitchen Assistant

Responsible to: Community Hub Manager

Hours: 20 hours per week - Monday to Friday, 12 noon – 4pm

This is a key role, working as part of our café team to deliver fantastic food, service and support to our service users, volunteers and customers. You will help to run a safe, clean and efficient kitchen and café.

Job Purpose:

- To support the Cook with cleaning and food preparation.
- To support our service-users throughout their placement.

Key Responsibilities and Tasks:

- **Kitchen Assistant**
 - Clean the kitchen before, during and after daily service.
 - Do washing-up and fill the dishwasher throughout the day.
 - Undertake food preparation for the Cook e.g. peeling and preparing vegetables and salads.
 - Support the Cook to complete customer orders.
 - Receive food deliveries and put stock away as appropriate.
 - Always follow environmental health standards.
- **General Responsibilities**
 - Work alongside service-users and volunteers and help to create a friendly and supportive environment.
 - Being an active and positive team member. Attend and participate in staff meetings as required.
 - Work under the supervision of the Community Hub Manager.
 - Stay up to date with mandatory training and attend development days.
 - Always work within Blackthorn Trust policies and procedures.
 - Participate in events, including those that take place during the evening and at weekends.
 - Assist with other duties as required, by agreement with the Community Hub Manager.

Benefits:

We offer a number of benefits including the following.

- **Pay:** we offer competitive salaries with annual reviews.
- **Pension:** we offer employer contributions of 3% and employee contributions of 5%.
- **Holiday:** our staff enjoy 25 days of annual leave plus Bank Holidays.
- **Sick pay:** we offer a generous sick pay scheme which grows as you remain with the team - after 3 years we offer 3 months full pay + 3 months half pay in any 12-month rolling period.
- **Flexible working:** we offer flexible working hours and will discuss what works for you and the organisation.