



## The Architectural Association

### Catering Assistant

<b>Salary:</b>	£11,722.88 (pro rata of £25,643.80)
<b>Location:</b>	Beaminster - Dorset
<b>Department:</b>	Hooke Park
<b>Reporting to:</b>	Catering Manager
<b>Starting Date:</b>	As soon as possible
<b>Contract Type:</b>	Permanent
<b>Hours of work:</b>	Part time; 16 hours per week (weekly rota basis)

### Role Overview

The Architectural Association is seeking for a Catering Assistant to join us at our woodland campus in Dorset, to support the Catering Manager & Chefs in catering for groups of between 15-70 and working alongside others.

The Catering Assistant is responsible for supporting the smooth operation of the kitchen, food service area and refectory, with primary duties focused on cleaning, washing up, and maintaining high standards of hygiene. This role ensures the kitchen environment remains safe, organised, and compliant with food safety regulations.

### Main Responsibilities

- Washing up crockery, cutlery, utensils, trays, and catering equipment; setting and clearing tables; ensuring all items are cleaned, dried, stored correctly, and any equipment faults are reported.
- Maintaining high standards of cleanliness and hygiene by following kitchen procedures and cleaning schedules; cleaning kitchen, refectory and coffee area, disposing of waste, and assisting with periodic deep cleaning of the kitchen and refectory.
- Supporting safe food handling by taking appropriate precautions during food preparation and production, maintaining food safety standards at all times, and completing all required Health and Safety training.
- Assisting the catering team during busy service periods and helping to organise and deliver high-quality catering for events as required.
- Assist with periodic deep cleaning of kitchen and refectory.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. There may also be cleaning and housekeeping duties around the campus during quiet periods when the kitchen is not required.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioral Expectations and other institutional policies.

### **Person Specification**

- Good understanding of hygiene and cleanliness standards
- Ability to work efficiently in a fast-paced environment
- Reliable, punctual, and able to follow instructions
- Good teamwork skills
- Basic knowledge of food safety (Food Hygiene Certificate desirable but not essential – training will be provided)
- Physically able to stand for long periods and carry out manual handling tasks
- Due to the remote location of the campus, own transport is necessary.
- A flexible approach to working is desirable, and during peak periods there is a possibility of being offered more hours, or alternative shifts.

Creative thinking and problem-solving are essential skills for AA employees.