



The Architectural Association

Catering Assistant

Salary:	£9,200 to £9,860 (pro-rata to £23,000 to £24,650)
Location:	Beaminster - Dorset
Department:	Hooke Park
Reporting to:	Catering Manager
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Part time; 14 hours per week, 9 – 5pm, Wednesday & Thursday

Role Overview

The Architectural Association is seeking for a capable and experienced Catering Assistant to join us at our woodland campus in Dorset, to support the Catering Manager/Chef. The successful applicant will meet high standards, deliver quality food consistently and contribute to delivering fresh delicious meals to our students and staff.

Main Responsibilities

- Assist the Catering Manager/ Chef in their duties
- Contribute to the planning and production of creative, innovative, and nutritious meals for students, staff and visitors
- Undertake all Health and Safety training as required
- Take appropriate precautions during food handling and maintain food safety during both preparation, and production
- Follow kitchen procedures and cleaning schedules and ensure that the kitchen and eating areas are always kept clean and tidy.
- Ensure portion control is observed consistently
- Help with organising high-quality catering at events as required
- Ensuring the equipment is cleaned and any faults reported
- Maintaining food safety during preparation and serving.
- 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.

Person Specification

Applicants must be confident in producing nutritious vegetarian food for a wide range of international tastes and must be enthusiastic and willing to adapt using seasonal and local ingredients. 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.

- The successful applicants must be a team player and able to be flexible and adaptable when changes are required.
- Contribute to providing delicious and nutritious food for a wide range of international tastes. They must be enthusiastic and willing to adapt using seasonal and local ingredients. The role will include cooking for groups of between 15-40 and working alongside others, although it could also be working alone at quieter times.
- Catering qualification or experience preferred but on-the-job training will be available if necessary.
- Ideally the applicant would hold a current food safety and hygiene certificate as well as allergen training - but this could be provided to the successful applicant if necessary.

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.

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 Behavioural Expectations and other institutional policies.

Thank you for your interest in the AA and this role.

Please note that it will not be possible for the AA School to issue a Certificate of Sponsorship for successful candidates as this role does not fall into one of the standard occupational codes deemed eligible for sponsorship by UK Visas and Immigration. Successful candidates will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the AA School, in accordance with the Immigration, Asylum and Nationality Act 2006.

The Architectural Association School of Architecture aims to create conditions that ensure staff and students are treated solely on the basis of their merits, abilities and potential, regardless of their gender, race, religious/political beliefs, ethnic or national origin, disability, family background, age, sexual orientation, or other irrelevant distinction.