KITCHEN STORES ASSISTANT
Permanent position
Full time - 40 hours per week (Monday to Friday)
Salary range - £21,135 to £22,254 per annum

We are looking to recruit a Kitchen Stores Assistant to join our busy and friendly Kitchen Team.

The successful applicant will provide essential support to the Kitchen Team with responsibility for the receipt and storage of all goods into the kitchen, as well as assisting the chefs with their daily duties.

Previous experience of working within a kitchen environment is desirable; the candidate must be familiar with current Health and Safety regulations and be able to work in a safe and efficient manner, ensuring that correct manual handling techniques are adhered to (and willing to undertake training if required). Further details about this vacancy can be found below

Closing date: Friday 18th March 2022 at 12noon.

Interviews will be held w/c 21st March 2022.

An application form is available here or for further vacancies check our Staff vacancies page.

Applications should be sent to: jobs@trinhall.cam.ac.uk or the HR Office, Trinity Hall, Trinity Lane, Cambridge, CB2 1TJ.

N.B. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to jobs@trinhall.cam.ac.uk or tel. 01223 764660.
JOB DESCRIPTION

Job Title: Kitchen Store Assistant
Responsible to: The Head Chef
Place of Work: Based at Trinity Hall
Objective: To provide support to the kitchen team by managing stock control and overseeing the delivery and storage of goods and assist with food preparation.
Hours: 40 hours per week
Experience: Experience in a similar position desirable

Main Duties and Responsibilities:

- Responsible for the receipt of all deliveries to the kitchen, including dry goods, fresh foods, frozen foods, chemicals and disposables.
- Responsible for the correct storage of all deliveries, ensuring stock rotation and labelling.
- Responsible for cleaning and organisation of all storage areas including dry stores, disposable stores, chemical stores, and equipment stores.
- To provide food preparation cover within the kitchen across all areas, ensuring that standards are maintained.
- To ensure minimal kitchen wastage
- To ensure that current hygiene, health and safety standards and procedures are maintained and adhered to at all times
- To ensure that the cleaning schedule is adhered to
- To undertake further training as and when required
- Any other reasonable duties as required by the Head Chef

Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussions with the post holder.
**PERSON SPECIFICATION**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications/Education</strong></td>
<td></td>
<td>• Educated to GSCE level or equivalent</td>
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<td><strong>Skills/Knowledge/Training</strong></td>
<td>• Well organised</td>
<td>• Level 2 Food Hygiene training</td>
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<td>• Good communication and interpersonal skills</td>
<td>• Knowledge of allergens</td>
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<td>• Level 1 Food Hygiene training</td>
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<td>• Knowledge of manual handling techniques</td>
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<td>• Good timekeeping</td>
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<td><strong>Experience</strong></td>
<td>• Ability to follow instructions accurately</td>
<td>• Experience in similar position</td>
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<td><strong>Personal Attributes</strong></td>
<td>• Physical fitness – able to bend and lift</td>
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<td>• Able to work well both individually and as part of a team</td>
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<td>• Cheerful and co-operative disposition</td>
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<td>• Smart and tidy appearance</td>
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<td>• Flexible approach and accepting of change</td>
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*Updated February 2022*