

THE MAGPIE PROJECT RECRUITMENT PACK

ROLE TITLE: Kitchen Assistant

CONTRACT TYPE: 1-year contract with possibility of renewal

HOURS: 16-20 hours per week, during school term time only

SALARY: £13/hour

Introduction:

The Magpie Project is a registered charity working in east London to support women and pre-school children who are living in temporary or insecure accommodation. We are looking for a Kitchen Assistant to join our team on a part-time basis. The Kitchen Assistant will be responsible for the day-to-day running of our kitchen, including preparing and serving healthy vegetarian food for up to 50 families per day who come to The Magpie Project (no cooking from scratch is required at this stage).

This pack includes information about the role and how to apply.

Person specification:

- Highly organised, methodical, neat and clean.
- Self-directed, able to work under their own steam and use their own initiative.
- Able to stand and undertake a physically demanding role for up to 4 hours at a time.
- Willing to undertake training.
- Personable and compassionate.
- Solutions-focused.
- Able to undertake appropriate self-care.
- Excellent customer service and interpersonal skills.
- Ability to work within boundaries and in a trauma-informed way (training will also be given).
- Confident with the basics of food preparation and serving (no actual 'cooking' is required at this stage).
- Knowledgeable about nutrition, allergies and food safety.

Experience:

- Experience of working within a café or kitchen in a voluntary or paid capacity.
- Experience of stock taking, food storage, and planning.
- Experience of working with people who have English as a second language.

We are keen to hear from those whose background and experience resonates with that of the women we support, including applicants with West or East African, Middle Eastern, or Albanian heritage.

Responsibilities:

On a day-to-day basis you will be responsible for:

- Safely lifting and carrying crates of food from our deliveries.
- Accepting, safely storing, preparing and serving food. (No cooking is required in this role at this time).

- Planning and serving simple meals and nutritious vegetarian snacks for up to 50 families, five days a week during term time.
- Setting breakfast buffet and lunch tables.
- Managing kitchen volunteers who will support you with food preparation, storage and washing up.
- Communicating politely, clearly, and compassionately with those you are serving.
- Understanding and implementing all Health and Safety and Food Hygiene regulations.
- Washing up, clearing down the kitchen, and making sure all aspects of the food storage preparation and service are clean, safe and compliant with hygiene and food safety guidelines.
- Taking and managing stock according to best before and use-by dates.
- Other tasks as requested by your line manager.
- Taking part in reflective practice and support and supervision.
- Taking part in training as agreed with line manager.

Time commitment:

The candidate is expected to work a minimum of 16 hours per week at the following times:

- Mondays: 9.30am to 3pm
- Tuesdays: 11.30 am to 1pm
- Wednesdays: 9.30am to 3pm
- Thursdays: 11.30 to 1pm
- Fridays: 11.30 to 1pm.

We are afraid that due to the nature of the role these hours are fixed and cannot be flexible. There is a possibility that candidates can work additional hours up to 20 hours per week, depending on their availability.

Location:

All working hours will be undertaken at our premises at Forest Lane Lodge, E7 9DF.

Length of contract:

1-year contract with the possibility to be renewed on agreement. An initial trial period of three months will need to be completed before the permanent contract is agreed.

Salary: The salary is £13/hr.

Application Information:

We want to hear from people who believe they will be a good fit for our team, regardless of whether you have a CV, are confident writing in English, or can access mobile data. For this reason you can choose to apply in one of the ways below:

1. A CV and a cover letter emailed to: jane.williams@themagpieproject.org, OR
2. A voice or video message sent to 07561180825. (**We will not be able to enter into a conversation on WhatsApp until we invite you to interview).

Whichever method you choose, please include details of your previous experience in a kitchen and why you would like this role.

Please submit your application by February 21st 2023.

The successful candidate will be invited to carry out a trial session of 3 hours before agreeing to take the role. If you are not happy to take up the role after your trial session, we will pay you London Living Wage for the session you have completed.

PLEASE NOTE:

Before applying for this job please make sure that you have:

- *Full rights to work in the UK (we cannot act as a 'sponsor' as this is not a specialist role).*
- *Childcare in place for all the hours you will be working (if necessary).*
- *Completed an affordability assessment based on the salary offered and your present outgoings, and any childcare expenses – to make sure you will not be worse off by taking the job.*