

OVERVIEW JOB DESCRIPTION	
Post Reporting To Dated Salary Range Status	Summer Catering Assistant Programme Manager, Education and Learning July 2017 £7.90 /hour Casual, part-time Monday and Wednesdays 24 July to 30 August fixed term
PURPOSE OF ROLE	
<p>The Summer Catering Assistant will work in the kitchen, preparing meals, serving food, performing general cleaning duties and maintaining hygiene standards. Previous experience of working in a busy catering kitchen is essential. Level 2/3 Food Hygiene Qualification is desirable.</p>	
ENVIRONMENT	
<p>Firstsite is a company limited by guarantee with charitable status. The Board of Trustees are also Directors who meet regularly to manage the Charity's affairs. Firstsite has a close relationship with the Arts Council of England (East), Colchester Borough Council and Essex County Council who provide funding to enable Firstsite to carry out its charitable objectives. It also works closely with and receives sponsorship from the University of Essex and Tate Plus.</p> <p>Founded in 1994, Firstsite's original home was Colchester's 18th century Minories building where its innovative programme of exhibitions and professional development for artists began to grow and flourish. In 2011, it moved into its current iconic building where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists.</p> <p>Its ambition is to create an entity that grows and matures over years making a positive contribution to creative industries and community art that engages with local people, business and the international contemporary art community.</p>	
CHALLENGES FOR FIRSTSITE OVER NEXT 3 YEARS	
<p>The key challenges for Firstsite over the next three years are :</p> <ul style="list-style-type: none"> • Enabling Firstsite to become the gallery of choice that maximises the use of space to promote regular programmes of world class contemporary art; permanent art fixtures; sculpture; painting; photography and film; and local art space where the building is optimised to increase its functionality becoming a welcome social space • Generating footfall to 200,000 visitors annually through enthusiastic conversations around ambitious programmes of contemporary art with local people • Creating a viable entity that creates sustainability in the arts sector and maximises the use of all funds for public benefit Increasing our membership scheme (whether as a business, a collector or a school) which provides an enviable range of benefits whilst supporting Firstsite to develop its unique programme further, engaging with more people, from all ages and backgrounds within the arts 	

- Becoming renowned, locally, nationally and internationally, for its ability to look outwards developing a distinctive brand that brings vibrant exhibitions of art together with its community
- Using contemporary art to support the improvement of educational outcomes creating connections between young people, creative industries, wider skills development and entry into work.

QUALIFICATIONS, EXPERIENCE & SKILLS REQUIRED

Experience

- basic food preparation and cooking
- all general cleaning duties, including all equipment and machines
- serving from the counter
- being responsible for temperatures of food, fridges, freezers
- maintaining hygiene standards in work and personal appearance
- checking order

Skills

- ability to maintain high standards of personal and general cleanliness and hygiene to comply with statutory regulations
- understanding of and ability to abide by all COSHH regulations

Qualifications

- Level 2 or 3 Food Hygiene Certificate

TASKS AND OUTPUTS

The following represents the main tasks the Job Holder will undertake and the outputs anticipated:

- To prepare and serve lunch
- To maintain health and hygiene standards at all times
- To fully clean the kitchen and lunch area at the end of shift
- To monitor and replenish food stocks as required

HOW TO APPLY

Please submit a CV and a one page covering letter, outlining your relevant experience and qualifications for the role, to:

sue@firstsite.uk or

Programme Team, Summer School
Firstsite,
Lewis Gardens, High Street
Colchester, CO1 1JH

Application deadline: **Friday 21 July, 5pm**

Interview date: **Wednesday 27 July**

Successful applicants will need to bring their Food Hygiene Certificate and DBS certificate to the interview.