

<b>Post</b>	Holiday Fun Kitchen Manager
<b>Location</b>	Harwich
<b>Reporting To</b>	Holiday Fun Programme Co-ordinator
<b>Dated</b>	May 2019
<b>Salary</b>	£11.00 /hour
<b>Status</b>	Casual, part-time to include weekends and school holidays Between 10 and 35 hours per week
<b>PURPOSE OF ROLE</b>	
<p>Since 2017 Firstsite has run a successful programme of family focused activity, including art, sports and food. The programme is now being developed, in partnership with Tendring District Council and the NHS, to include locations in Harwich from June 2019.</p> <p>The Holiday Fun Kitchen Manager, Harwich will be responsible for all catering operations for the Holiday Fun Canteen in Harwich. They will manage the Catering Assistants, ensuring adequate staff for each shift, maintaining hygiene standards and service and leading lunch service each day. They will also be tasked with planning a nutritious and varied menu, ordering and safely storing food and supervising the kitchen cleaning duties. Previous experience of working in a busy catering kitchen is essential. Level 3 Food Hygiene Qualification and COSHH certification is essential.</p>	
<b>ENVIRONMENT</b>	
<p>Firstsite is a company limited by guarantee with charitable status. 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>Firstsite's vision is to reflect the people, places and priorities of Essex and Colchester through its exceptional artistic and cultural activities - empowering diverse people to be actively engaged and lead healthier and happier lives.</p>	
<b>KNOWLEDGE, EXPERIENCE &amp; SKILLS REQUIRED</b>	
<p>The following knowledge, experience, and skills are required in the role of Kitchen Manager: Essential (E) Desirable (D)</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Food preparation and cooking for large groups (E)</li> <li>• All general cleaning duties, including equipment and machines (E)</li> <li>• Serving from the counter (E)</li> </ul>	

- Responsibility for monitoring and recording temperatures of food, fridges, freezers (E)
- Maintaining hygiene standards in work and personal appearance (E)
- Managing a small team (E)

## Skills

- Ability to maintain high standards of personal and general cleanliness and hygiene to comply with statutory regulations (E)
- Understanding of and ability to abide by all COSHH regulations (E)
- Understanding of and ability to abide by Firstsite's HACCP regulations (E)
- Understanding of temperature control for the safe delivery, storage, preparation and service of food (E)

## Qualifications

- Level 3 Food Hygiene Certificate (E)
- COSHH Certification (E)

**\*This role requires a Disclosure and Barring Service (DBS) check\***

## TASKS AND OUTPUTS

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

- To prepare and serve nutritious lunches
  - 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
  - To manage rotas to ensure adequate staffing at all times
- To work in accordance with all Firstsite procedures (e.g. Fire Safety, First Aid, Safeguarding)

## Intelligent Working

Our flexible working arrangements can help you to achieve a balanced lifestyle and we offer flexible working arrangements which could include, annualised hours, early or late starts to fit around other commitments, shorter working days, etc. We are happy to discuss your own requirements in more detail, should that be of interest.

## Firstsite's commitment to inclusion

We pride ourselves on being a place where your individuality is valued; you can be yourself and still achieve your potential. We believe that your individuality helps us to deliver the best results to our objectives. Diversity of background, diversity of experience, diversity of perspective, are important to us.

At Firstsite, we recognise that returning to work after an extended career break can be daunting. We understand and appreciate that those with experience who have taken a career break still have a wealth of experience and knowledge to offer our organisation, which helps us to achieve our business goals. We will support you to refresh your skills, develop your confidence and provide a supportive network across the firm to help you best integrate into the working environment.

## **Applying with a disability**

Firstsite is proud to be an inclusive, equal opportunity employer and we seek to attract and retain the best people from the widest possible talent pool. We are committed to ensuring that all candidates are treated fairly throughout the Recruitment Process. Should you be successful after the initial application stage, please discuss with your recruitment contact any reasonable adjustments to our Recruitment Process that you may require.

## **How to apply**

Applicants should send a CV, on no more than two sides of A4, and a covering letter, on no more than one side of A4, showing your motivation for the role and how you meet the criteria outlined in the person specification to:

Sue Hogan  
Programme Manager, Learning and Education  
Firstsite, Lewis Gardens,  
Colchester, CO1 1JH

sue@firstsite.uk

Closing Date: Monday 20 May 2019, 9am

Interview Date: Thursday 23 May 2019

Interviews will take place at Firstsite. Travel expenses for attending the interview can be reimbursed.