



## **Kitchen Assistant**

### **Job Description and Person Specification**





## About Farms for City Children

Farms for City Children is a vibrant Charity that welcomes children from cities and disadvantaged communities to experience the adventure of working together on our farms in the heart of the British countryside. Whether they stay for a whole week with their school or come with a local group for a day visit, this unique experience can be life changing. Visiting children are immersed in the natural world of food, farming and countryside life where they participate in the seasonal tasks of the day: sowing, growing and harvesting in our kitchen gardens; caring for livestock and looking after the land; and cooking up a home-grown feast in the farmhouse kitchen. Spending time working alongside real farmers fosters children's independence and helps them to grow in confidence, develops their self-esteem, and encourages them to become more resilient. At our heritage farms and in partnership with our commercial farming neighbours, children experience the benefits of collaboration, enjoy plenty of physical activity, good food, and fresh air, and discover the magical rural environment that is full of new words, sounds and experiences to inspire their creativity.

*"Some of the children we took to the farms had very difficult and chaotic lives. We took them out of a very difficult environment where they were unable to socialise and didn't know how to share and put them into a totally different world. It was a haven where they could thrive."*

*Teacher from London*

Further details about the Charity are available on our website [www.farmsforcitychildren.org](http://www.farmsforcitychildren.org)

## Job Description – Kitchen Assistant



**Job Title** Kitchen Assistant

**Location** Farms for City Children, Wick Court

**Reporting to** Kitchen Manager

**Contract type** Full Time, Permanent

**Salary** Appoint scale £19,000 - £20,000

**Benefits** Farms for City Children will contribute 6% on top of the annual salary into the Charity's NEST Pension Scheme. A tax efficient, Salary Exchange (also known as Salary sacrifice) scheme is operated for both pension contributions and childcare costs.

### Role Overview

The Kitchen Assistant supports the efficient running of a busy kitchen providing three nutritious meals each day to a large residential accommodation for groups of up to 36 children and their accompanying adults. As an important part of the house team, the person in this role will work closely with the Kitchen Manager, Housekeeper and Office Manager to ensure the needs of resident groups are met and that the highest standards of nutrition, food quality, food hygiene and health and safety are maintained. We pride ourselves on being able to cater for a full range of dietary needs and cultural differences.

This role will have regular and direct contact with our visiting children and adults, welcoming them upon arrival, supporting their induction into the house and maintaining a warm and friendly relationship throughout their stay.

### Main responsibilities

- To support the Kitchen Manager in providing a high quality, nutritionally balanced, varied and healthy menu of home-made meals for all visitors and staff that adheres to the Charity's Good Food Policy
- To ensure that all food standards requirements, record keeping and the highest health and safety standards are maintained at all times in the kitchen, including taking responsibility for the management of this when the Kitchen Manager is not on duty
- To assist the Kitchen Manager with menu planning, food ordering and budgeting, food storage and other related tasks as directed
- Support the farm management team to create a warm, child-centred environment in which all visiting children flourish

### Strategy, Ethos, and Values

- Champion quality and excellence, seeking-out and sharing constructive feedback from beneficiaries to support the continual evolution of the operations at Wick Court
- Model the values and ethos of the Charity and ensure these are upheld at all times

### Continuous professional development

- Maintain a commitment to continuous professional development including undertaking professional and technical training as required by the Charity
- Keep abreast of thematic best practice, by developing links with other organisations in the sector, holding professional memberships, and participating in local and regional forums

### General

- Attend and contribute to Health and Safety and team meetings, proactively contributing ideas and suggestions in advance
- Any other work as directed by the Farm School Manager, appropriate to the role

## Person Specification – Kitchen Assistant

This role is only open to applicants who have the permanent right to live and work in the UK.



### Training, Experience and Qualifications

#### Essential

- Grade C GCSE or equivalent in Maths & English
- Relevant experience of working in a kitchen environment
- Training in Food Hygiene

#### Desirable

- Educated to A Level or equivalent, or certificated training in catering or a related discipline
- Experience of working with children and undertaking training in Safeguarding
- Knowledge and experience of childhood nutrition or of linking food to farming and growing

### Knowledge and Skills

#### Essential – All roles

- An engaging communicator with the ability to connect with children of all ages
- A friendly and supportive colleague who fosters constructive and collaborative relationships across the Charity and seeks opportunities to share knowledge and learn from others
- Self-driven, with the ability to plan, prioritise and manage time effectively
- Calm under pressure

#### Desirable

- Demonstrable commitment to continuous professional development

### Additional Information – Kitchen Assistant

#### Disclosure and Barring Service

This post is subject to a DBS check.

#### Hours of work

The post is a full-time role including evening working.

#### Annual leave

The annual leave entitlement for this post is 25 days per year plus public holidays.

#### Probationary period

The appointment will be subject to a probationary period of 1 month.

#### References

All appointments will be confirmed only upon receipt of satisfactory references.