

CAFE KITCHEN ASSISTANT

Overview:

Your role will be to act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment whilst providing outstanding levels of customer service in accordance with the Centre's Values.

You will be expected to efficiently undertake kitchen duties and contribute to achieving high standards of cleanliness and presentation in the kitchen, ensuring Health and Safety standards and operational procedures are always adhered to.

You must be a conscientious and reliable individual who is confident working both independently and as part of a team. You will be able to use your initiative, organise your workload effectively, manage competing priorities and maintain high standards whilst contributing positively to the overall operation of The Picky Café.

Hourly Rate:
£13.45 per hour (scope for increase dependent on experience and ability)
Local Government Pension Scheme - 15% employer contribution

No. of Hours:
20 hours per week
Hours can be flexible around the Cafe's operating times, and we're happy to discuss your availability. More or fewer hours may be available for the right candidate.

Responsible to:
Cafe Manager

Date Prepared:
November 2026

We are a Living Wage Employer

Main Duties:

1. To prepare all café menu items, using standard facility equipment and maintain and use all equipment as per manufacturer and Pickaquoy specification.
2. To assist in the preparation and delivery of a wide range of catering activity within the centre, as advised by the Café Manager and/or Café Supervisor.
3. To assume responsibility for quality of products prepared and served, ensuring products are prepared to company specification, and the product and service provided delivers and maintains high levels of customer satisfaction.
4. To ensure the Café Kitchen work area meets Environmental Health and internal standards for cleanliness, food handling and sanitation, and ensure that all tasks are always undertaken in respect of Health and Safety requirements.
5. To exhibit and ensure proper hygiene and sanitary habits.
6. To receive delivery of food stocks and supplies, verifying receipt of ordered items. Monitor stocks of ingredients and food items and liaise with the Café Supervisor and Café Manager regarding ordering requirements.
7. To receive delivered food stocks and supplies, verifying receipt of ordered items.
8. To ensure stocks are correctly labelled and stored and that the rotation process is adhered to.
9. To regularly conduct temperature checks of freezers / refrigerators and report variances to management.
10. During busy periods to support the Kitchen Porter in washing kitchen items such as pots, cutlery and crockery.
11. To assist in maintaining the neatness and cleanliness of the facility by sweeping, mopping, stocking shelves and removing rubbish when required.
12. To help other employees as needed, contributing to the best overall operation of the café.
13. To assist with emergency procedures ensuring the safety of staff and public.
14. To be meticulous in your personal presentation
15. To undertake any other duties as the management team may require.
16. The post holder may be required to work at other sites operated by The Pickaquoy Centre Trust.

Person Specification:

Attributes	Essential	Desirable
Professional / Educational Qualifications - • Food Hygiene Certificate		✓
Relevant work / other experience - • Experience of working in a restaurant or kitchen environment	✓	
Skills and Abilities - • Ability to work independently, using initiative to identify and complete tasks with minimal supervision • Ability to organise and prioritise workload effectively in a busy environment • Ability to remain calm and productive when managing multiple tasks and competing priorities • Ability to work collaboratively with colleagues to support the overall operation of the Cafe • Able to reach, bend and frequently lift up to 16kg • Able to read, interpret and understand recipes, menus, food orders, delivery notes etc	✓ ✓ ✓ ✓ ✓ ✓	
Personal Qualities - • Self-motivated and dependable, with a proactive approach to identifying and completing tasks • Takes pride in maintaining high standards of cleanliness, food preparation and presentation • Flexible and willing to support colleagues to ensure the smooth running of the Cafe operation • Ability and understanding to deliver outstanding customer service • Ability to build relationships with other staff members and commitment to work as part of a small team • Demonstrate enthusiasm, inspiring other team members to operate at their best	✓ ✓ ✓ ✓ ✓ ✓	
Additional Job Requirements - • To be available to work on a rota system which must include regular weekend working. Availability for at least one weekend day (Saturday or Sunday) is essential. Availability across both days is desirable	✓	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.

Please note: Applications should reflect your own skills, knowledge and experience. While tools that assist with spelling and grammar may be used, applications that are substantially generated by artificial intelligence (AI) may be withdrawn from the recruitment process where they do not genuinely represent the candidate's own abilities.