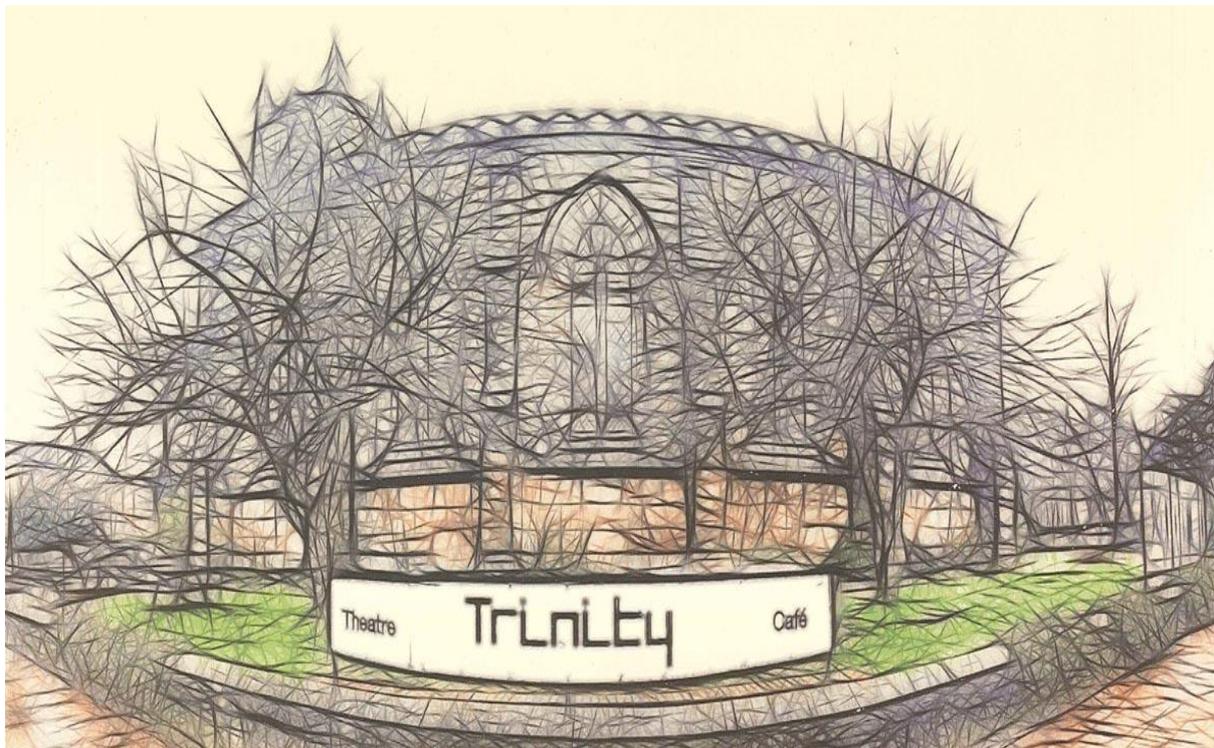


# Trinity



## **Job Pack**

### **Kitchen Assistant**

From minimum wage dependant on experience  
15 hours per week (day time)

## Kitchen Assistant

Thank you for your enquiry about the post of Kitchen Assistant at Trinity Theatre.

### **Making an application**

A Job Description is included in this pack, along with general information about the Company. Please read these carefully and if you are interested in applying for the position, follow the below instructions. *Please note that if you do not follow these instructions you will significantly reduce your chance of being short-listed for interview.*

Trinity Theatre is committed to equal opportunities and a document outlining this policy is attached to the application form. This applies to the recruitment process where interviews will be arranged for those whose skills and experience appear to match the job requirements most closely.

We would be grateful if you would complete and return the monitoring form attached to the application form, to help us check that we are carrying out our policy of equal opportunities for all people. The information will be kept confidential and will have no bearing on your application.

If you are interested in applying for the position, please send your completed application form to The Administration and HR Manager, Trinity Theatre, Church Road, Tunbridge Wells, Kent, TN1 1JP or e-mail your completed online application form to [hr@trinitytheatre.net](mailto:hr@trinitytheatre.net)

### **Trinity Theatre**

Trinity is a charity and a 291-seat theatre and arts venue in the heart of Royal Tunbridge Wells set in a striking 19th century Decimus Burton designed grade II\* listed building. We host a wide range of diverse performances of drama, comedy, music, cinema, dance and live broadcasts of world class theatre, opera, and dance from around the world. We also have a welcoming gallery space and a café-bar open throughout the day.

We are at our core a theatre which informs everything we do. We also are the only theatre in the area that produces and directs their own Christmas show – combining our in-house talent and expertise, with professionals both on stage and off, as well as local children who are given an unparalleled opportunity to work in a professional environment. The Stage in their review of Oliver! recognised this as 'high-achieving, slick and well directed'.

We have built strong relationships with professional companies national and locally and recognise that we have a role in the community to support and encourage local actors, singers, musicians, directors, producers, etc. and have developed an Associate Artist initiative to further this aim. Young people are a vital part of what we do and we have a vibrant and growing Youth Theatre that is supplemented by workshops on particular skills as well as two summer productions. We firmly believe that theatre helps grow the citizens and audiences of tomorrow.

Over the last five years we have seen a period of continued growth and development with audiences increasing by 150% over this period. Currently we present nearly 600 separate events a year attracting audiences of over 52,000. As The Stage observed in their review of A Christmas Carol "Trinity ...seems, at last, to be vibrant again."

For further information about Trinity Theatre please visit our website: [www.trinitytheatre.net](http://www.trinitytheatre.net)

**Job Title:** Kitchen Assistant

**Responsible To:** Kitchen and Bar Manager

**Purpose of Role:** To assist in the running of the kitchen and serve and assist all customers in a friendly, welcoming manner. To assist the Head Chef with food preparation and day to day maintenance of the kitchen and café area. To run the kitchen in the absence of the Head Chef.

**Key Activities:**

- Prepare and cook meals and snacks in accordance with Health & Safety and Food Hygiene regulations to ensure meals are nutritious, appetising and meeting dietary needs.
- Order food stock as necessary to ensure the kitchen is sufficiently well stocked and performing stock controls as required.
- Help ensure the kitchen and kitchen equipment is maintained and kept clean, organised and tidy operating in accordance with all Health and Safety legislation, ensuring the areas worked in are safe and efficient for audience users and operators.
- Help maintain a clean and tidy foyer and cafe area, including collecting and washing cutlery, crockery and glassware.
- Assist staff and customers in a professional manner, providing friendly, helpful and fast service.
- To wear the appropriate clothing for all shifts, and to maintain a high standard of personal presentation and hygiene.
- To ensure that goods and products are displayed properly, presented to a high standard, and to restock as necessary.
- To operate in accordance with UK Licensing laws, training will be provided.
- To carry out other related duties when asked by Staff and Duty Managers.

## **Key Skills and Competencies**

### **Skills**

- Good degree of cooking experience and high level of knowledge of the operation of a kitchen, including relevant legislation and practice
- Good level of knowledge of food hygiene and preparation practices - Level 2 Award in Food Hygiene & Safety for Catering desirable but not essential
- Good level of knowledge of Health and Safety legislation including an awareness of COSHH and risk assessments

### **Communication and Customer Service**

- Demonstrates a good level of written and verbal communication
- To be able to adapt approach to different audiences and individuals
- Models and promotes a high level of friendly and welcoming customer service
- To be sensitive to other's needs, attitudes and beliefs
- Able to influence and negotiate effectively

### **Organisational**

- Able to balance conflicting priorities
- Able to deliver to tight deadlines
- Develops and maintains efficient systems
- Maintains accurate and appropriate records

### **Flexibility and Resilience**

- Maintains a positive attitude
- Works flexibly in terms of methods, approach and timekeeping
- Learns from mistakes and encourages others to do likewise
- Able to work under pressure
- Develops new and more efficient procedures ensuring that they are introduced effectively

### **Team Working**

- Able to work as part of and prepare to lead a team
- Able to work under own initiative
- Supportive of other team members
- Challenges, where necessary, in an appropriate manner