



Job Title	Kitchen Assistant
Department	Staff Food
Approximate Department Size	12
Reports to	Staff Food Head Chef
Direct Reports	NA
Working hours and pattern	24 hours over 3 days, 7am-3:30pm. Working 1 weekend in 3.
Will this role qualify for tronc or bonus?	Performance Bonus

Purpose of this role
Support chefs with food preparation and basic cooking for staff meals while maintaining a clean, hygienic, and safe kitchen environment.
Responsibilities
<ul style="list-style-type: none"> • Carry out food preparation and basic cooking for staff meals as directed by chefs. • Maintain high standards of cleanliness and hygiene in all kitchen areas, including equipment and workstations. • Follow food safety, hygiene, and health & safety protocols to ensure compliance with standards and regulations. • Provide flexible support across food prep and pot-wash areas as operationally required.
Characteristics needed for this role
<ul style="list-style-type: none"> • Flexible and reliable; able to adapt to changing priorities. • Team player with a positive attitude and good communication skills.
Characteristics desired for this role
<ul style="list-style-type: none"> • Strong work ethic and willingness to learn.
Skills and experience needed for this role
<ul style="list-style-type: none"> • Full training provided
Skills and experience desired for this role
<ul style="list-style-type: none"> • Previous experience in a catering environment is desirable • Efficient in both food preparation and pot-wash tasks.
Qualifications needed for this role
No qualifications needed
Qualifications desired for this role
<ul style="list-style-type: none"> • Food Safety qualification



The Newt
in Somerset

What systems will be used in this role?
No systems apart from the basic use of the kitchen equipment and the mandatory in house training
Department Description
The Staff Food team provides fresh, seasonal, and nutritious meals for approximately 500 employees across two canteens. The department operates staff canteens at both locations, ensuring consistent quality and service standards. The team works collaboratively to deliver daily staff meals that support employee wellbeing and maintain smooth kitchen operations, with a focus on hygiene, safety, and efficiency.