



## **CREW WANTED: KITCHEN ASSISTANT**

**Job title:** Kitchen Assistant

**Directly reports to:** Kitchen Manager

**Hours of work:** 30+ hours a week, Permanent position (to include some evenings and weekends)

### **Mission:**

Our mission is for Highland Cinema to become the creative centre of Lochaber; providing a fun, vibrant and entertaining hub for local people and visitors to the West Highlands. The aim is to offer an excellent Cinema and exceptional Restaurant/Bar, in beautiful surroundings full of Highland hospitality.

### **1 Job purpose:**

To provide able and efficient assistance in the busy Highland Cinema Restaurant/Bar kitchen. Primary activities will include helping with prep work, making pizzas and other dishes, and taking on typical kitchen tasks, including doing dishes and general cleaning where required. Prior kitchen experience for this position is desirable, though training will be given.

### **2 Duties and responsibilities:**

- To provide assistance across both the prep and main café bar kitchen as needed, working closely with the Kitchen Manager and team to prepare, produce and present excellent quality ingredients and dishes for customers in a timely manner.
- To help ensure the kitchen areas are always safe, well maintained and presented to a high standard, including timely clearing of crockery and cutlery. To maintain a clean kitchen environment at all times and be proactive with ensuring this.
- To carry out cleaning schedules appropriately as the Kitchen Manager requires.
- To undertake a variety of kitchen duties as may be reasonably requested and that are commensurate with the nature and level of this post.

- To ensure health and hygiene is maintained to the highest order and to undertake all relevant and necessary training provided for your role, as deemed appropriate by the Highland Cinema Management team.
- To be attentive to the requests of the customer and in the event of a complaint, deal with it in a polite and friendly manner and where necessary bring it to the attention of the Kitchen Manager in a timely fashion (failing their availability, the 'person in charge').
- To work with the wider staff team to provide an outstanding overall customer experience of Highland Cinema at all times, and to do so with a willing smile.
- To ensure compliance with all relevant Highland Cinema policies and procedures.

All staff of Highland Cinema have a statutory responsibility to take all reasonable care of themselves, others and the environment and prevent harm by their acts or omissions. All staff are therefore required to adhere to the Highland Cinema's Health, Safety and Environmental policies and procedures. Each member of staff has an individual and collective responsibility to promote the values, vision, aims and objectives of the Highland Cinema.

### **3 Organisational responsibility:**

This position reports to the Kitchen Manager.

The descriptions above are designed to help you in understanding your role, but are not intended as a definitive list of your duties, as flexibility in meeting the Highland Cinema and customers' needs is required by all employees.

### **4 Salary details:**

- From £9/h (under 18s) to £13/h, depending on age and experience.  
Perks include uniform (t-shirt), share of the tips and free cinema tickets.
- Statutory holiday entitlement.

## **HOW TO APPLY**

Please submit your CV plus a short covering letter describing why you would like to work with the Highland Cinema and what you think you can bring to the role, to [kitchen@highlandcinema.co.uk](mailto:kitchen@highlandcinema.co.uk)

If you have any questions about this role, please email [kitchen@highlandcinema.co.uk](mailto:kitchen@highlandcinema.co.uk) or call Matt (Head of Kitchen) on 07769 374744.

## **CLOSING DATE AND INTERVIEWS**

Applications are invited at any time. Interviews will be held quickly, with an immediate start for the right candidate.