

## JOB DESCRIPTION

JOB PROFILE	
Job title	Catering Assistant
Team/Department	Catering (Operations)
Reports to	Catering Manager
Principal Location	St Peter's Church
Travel required	Minimal, occasional trips
Work pattern / hours	Part time - Approx. School term time. Tuesday (bi-weekly) 5.30-9.30pm, Wednesday 4-10pm, Saturday 2.30-8.30pm. Additional hours available. Zero-hours contract.
Pay rate	National Living Wage / National Minimum Wage
DBS check required (Yes/No)	No
Special conditions of employment	None
Date written/updated	March 2025

**ROLE CONTEXT**

The vision for St Peter's Brighton is to play our part in the evangelisation of the nation, the transformation of society and the revitalisation of the Church. Each member of staff plays a key role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture.

**ROLE PURPOSE AND OBJECTIVES**

Our catering department is a key part of our overall operation, offering food to many of the activities and events we run. We require a reliable and hardworking Catering Assistant to join our team. The role is part-time and involves supporting kitchen operations, ensuring cleanliness, and helping to maintain a safe and efficient working environment.

- KEY RESPONSIBILITIES**
- Key Responsibilities:**
- Assist kitchen staff with food preparation and organisation.
  - Wash and clean dishes, utensils, and kitchen equipment.
  - Maintain cleanliness in the kitchen, including floors, surfaces, and storage areas.
  - Ensure proper waste disposal and recycling practices.
  - Support the setup and cleanup of events or functions at the church.
  - Adhere to health and safety regulations at all times.

The post holder will comply with all standards, policies and procedures set by St Peter's including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

#### ROLE DIMENSIONS

Financial management	NA
People management	No direct reports
Key relationships – internal	Catering Manager, Building & Facilities Manager, Volunteers, Staff team
Key relationships – external	NA

#### ESSENTIAL AND DESIRABLE SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

##### *Essential*

- Attention to detail and ability to work efficiently.
- Ability to work as part of a team and take initiative.
- Flexible and reliable with a positive attitude.
- Good communication skills.

##### *Desirable*

- Previous experience in a kitchen environment is beneficial but not required

#### WORK EXPECTATIONS

- Flexible part-time hours, including evenings and weekends as needed.
- Training will be provided.
- Rolled up holiday pay to the equivalent of 5.6 weeks per annum will be paid each quarter.

This job description details responsibilities but is not prescriptive and does not direct any priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of St Peter's, following appropriate consultation.