

COMPTON VERNEY

Role Profile: Kitchen Assistant

Salary Grade: £12.71 per hour

Contract Type: Permanent

Typical shift length per day: 10:15am-5:00pm (including 30min unpaid lunch break)

Hours: 40 hours per week

Organisational Area: Commercial (Catering)

Reports to: Catering Operations Manager

Compton Verney- connecting people with art nature and creativity

We are an award-winning art gallery, accredited museum and registered charity. Surrounded by 120 acres of parkland, we are home to six permanent collections of art from around the world and host a critically acclaimed programme of temporary exhibitions. For more information about Compton Verney, visit www.comptonverney.org.uk

About the Role

The Kitchen Assistant is a key member of the catering team at Compton Verney, supporting the smooth and efficient operation of the kitchen and café.

The role is primarily focused on the effective day-to-day running of the back-of-house kitchen areas, ensuring that the kitchen is clean, hygienic, well stocked and organised, while also supporting food preparation and service as required.

The Kitchen Assistant will work proactively and flexibly as part of the catering team, helping to maintain high standards of food safety, cleanliness, organisation and efficiency.

The normal working pattern for this role is Wednesday to Sunday, predominantly during daytime hours. Some flexibility may be required to meet the operational needs of the catering service.

Key areas of responsibility include:

- Receiving and checking deliveries, ensuring correct quantities, quality, dates and condition of goods.
- Storing deliveries safely and appropriately and ensuring stock is rotated correctly.
- Monitoring kitchen supplies and ensuring essential consumables are maintained, including hand soap, blue roll, bin bags, cleaning materials and other kitchen essentials.
- Making the Catering Manager aware when supplies are running low and need to be ordered.
- Ensuring cleaning materials and chemicals are stored safely and correctly in accordance with relevant procedures.
- Maintaining high standards of cleanliness, hygiene and organisation throughout the back-of-house kitchen areas.
- Supporting food preparation and service as required.
- Covering pot wash and dishwashing duties and ensuring equipment, crockery, utensils and work areas are kept clean and ready for use.
- Completing required food safety and kitchen documentation accurately.
- Supporting the wider catering team during busy periods and carrying out other reasonable duties as required.

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KEY RESPONSIBILITIES AND TASKS

Hygiene, Cleaning and Kitchen Maintenance

- Maintain a consistently high standard of cleanliness, hygiene and organisation throughout all back-of-house kitchen areas.
- Ensure pots, pans, crockery, glassware and utensils are washed correctly and efficiently.
- Ensure the dishwasher is loaded and unloaded safely and efficiently.
- Keep kitchen work surfaces, equipment, floors, storage areas and other relevant areas clean and tidy.
- Complete cleaning schedules accurately and ensure cleaning tasks are carried out as required.
- Ensure cleaning materials and chemicals are stored safely and correctly at all times.
- Monitor the availability of essential kitchen and cleaning supplies, including hand soap, blue roll, bin bags and other consumables.
- Make the Catering Manager aware when supplies are running low and need to be ordered.
- Report any cleaning, maintenance, equipment or hygiene issues promptly to the Catering Manager.
- Ensure kitchen areas are left clean, organised and ready for the next service.

Deliveries, Stock and Storage

- Receive and check deliveries, including quantities, quality, dates, packaging and condition of goods.
- Report discrepancies, damaged goods or quality concerns to the Catering Manager.
- Store food and other supplies safely and appropriately upon delivery.
- Rotate stock using appropriate stock rotation procedures.
- Monitor stock levels and highlight items that are running low or require replenishment.
- Ensure storage areas are kept clean, tidy and organised.
- Help minimise food waste through appropriate storage, stock rotation and careful use of ingredients.
- Ensure food and other items are stored in accordance with relevant food safety and organisational procedures.

Food Preparation and Service

- Assist with the preparation and presentation of food as required.
- Follow agreed recipes, preparation methods and portion control requirements.
- Ensure food is prepared and served promptly and efficiently.
- Support the catering team during busy periods.
- Follow appropriate food handling, preparation and storage procedures at all times.
- Help minimise waste through careful preparation, portion control and appropriate storage.
- Ensure kitchen and back-of-house areas remain clean and organised during service.

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Flexibility and Initiative

- Work flexibly and be willing to undertake a range of duties to support the catering operation.
- Recognise and respond appropriately to changing priorities, particularly during busy service periods.
- Take responsibility for maintaining high standards within your own areas of work.
- Identify issues that may affect the smooth running of the kitchen and bring them to the attention of the Catering Manager.
- Identify practical ways of improving working practices, maintaining standards and reducing waste.
- Undertake other reasonable duties appropriate to the role as required.

Teamwork

- Work positively and cooperatively as part of the catering team.
- Support colleagues during busy periods and assist with tasks where required.
- Communicate effectively with colleagues and the Catering Manager.
- Contribute to maintaining a positive, respectful and professional working environment.

Health, Safety and Food Hygiene

- Comply with all relevant legal, organisational and food safety requirements.
- Follow Compton Verney's health and safety, food hygiene, fire safety and other relevant procedures.
- Complete temperature records and other required food safety documentation accurately and at the required times.
- Ensure food is handled, prepared, stored and served safely.
- Handle cleaning materials, chemicals, equipment and other items safely and appropriately.
- Ensure chemicals and cleaning products are stored in their designated areas and in accordance with COSHH and organisational requirements.
- Report any hazards, accidents, incidents, equipment faults or food safety concerns promptly to the Catering Manager.
- Maintain a safe and clean working environment for colleagues and visitors.
- Attend and complete relevant training as required.

PERSON SPECIFICATION

Essential Qualifications, Attributes, Knowledge and Skills

- A positive and proactive approach to work.
- Ability to work effectively as part of a team.
- Good interpersonal and communication skills.
- Ability to remain calm and organised during busy periods.
- Willingness to undertake a variety of practical duties within a busy catering environment.

Desirable Qualifications, Attributes, Knowledge and Skills

- Previous experience of working in a kitchen, café, catering or hospitality environment.
- Current Food Hygiene Certificate.

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- Knowledge of food safety, hygiene and safe food handling practices.
- An interest in food and a desire to help deliver good-quality food and drink.

WORK-RELATED CIRCUMSTANCES

Normal working pattern is Wednesday to Sunday, predominantly during daytime hours.
Ability to carry out the practical requirements of the role, including standing for extended periods and undertaking kitchen and back-of-house duties.

How to apply

Please complete the application form along with your CV expressing why you are suitable for the role, referencing the job description and person specification to us via:

https://recruitment.evaluation.com/public/recruitment_post?id=RGlpWUZjNDB4R3NjTURwODJFMWZ6UT0g&org_id=ToVZYU-syNDhaak41cnM4UjYxa3prdz0g

If you have any questions or need any additional support with your application, please contact comptonverneyhr@comptonverney.org.uk

Closing Date: Friday 4th September 2026