

## JOB DESCRIPTION

<b>Job Title:</b>	Kitchen Assistant
<b>Reports To:</b>	Head Chef (in his/her absence Sous Chef)
<b>Key Relationships:</b>	Chef de Partie, Kitchen team, Operations Team, café bar and events

### Who We Are

At the MAC, we are more than an arts venue—we are a creative hub that fosters bold, imaginative experiences, connecting people with the transformative power of the arts. We believe in the potential of culture to inspire, challenge, and engage diverse audiences. Our mission is to spark creativity, empower communities, and create a platform for voices that might otherwise go unheard. Every day, we work to create a more inclusive and vibrant city through the arts as a cultural leader in Belfast and beyond, known for innovative programming, creative excellence, and social impact.

### Main purpose of job:

The Kitchen Assistant's main purpose is to assist the Head Chef in the daily running of the kitchen, in the assigned section, to the highest possible standards of hygiene and food service. As Kitchen Assistant you will carry out basic cleaning tasks as fast as possible. Collecting and washing up pots and pans. Cleaning crockery & cutlery and assisting with food preparation.

We are looking for someone who is positive, who enjoys the fast pace of the kitchen and can consistently work under pressure. Finally, you will be passionate about the MAC and will enthusiastically embrace all elements of its unique organisational culture. Successful candidates will need to display excellent communication skills, be professional, well-presented and able to communicate clearly with people at all levels.

The MAC is open six days a week, with the kitchen mainly from 8am–4pm, although some evening work is required for events. You will work five days out of seven on a rota basis.

This role also offers training and development opportunities, with the potential to work towards chef qualifications.

## Job Responsibilities:

### Main Kitchen Tasks:

- Ensure basic cleaning jobs are carried out as quickly as possible;
- Collect and wash up pots and pans;
- Clean food preparation areas and equipment, in addition to crockery and cutlery;
- Receive, check, and store food deliveries safely and correctly
- Keep the storerooms and fridges organised;
- Keep work surfaces, walls and floors clean and sanitised;
- Ensure that all food items are prepared, cooked and presented as communicated and trained on by senior chefs;
- Ensure accurate portion control and ensure that all wastage is kept to a minimum and recorded appropriately;
- Ensure recipes are followed;
- Ensure no food items leaves the kitchen areas without evidence of purchase;
- Ensure effective rotation of food stock items;
- Ensure correct storage of food items both in and out of refrigerators in accordance with health and hygiene regulations;
- Ensure equipment, utensils, work surfaces and refrigerators are always kept to a high standard of cleanliness;
- Report all complaints, breakages, accidents, repairs and equipment faults to the Head Chef;
- Complete temperature checks and other HACCP mechanisms as instructed by the Head Chef;
- Ensure the safety and security of all company property, equipment, staff, stock and customers and always follow correct administration and recording procedures;
- Attend for work on time and in correct safety uniform, with high standards of personal hygiene;
- Follow appropriate clock in/clock out procedures;
- Ensure all kitchen areas are an environment of robust cleanliness and hygiene at all times;
- Understand the responsibilities of the front of house team and ensure kitchen team maintains a high level of co-operation and communication with them to ensure ultimate customer satisfaction at all times.

### Customer Care:

- Delivering outstanding customer care at all times;
- Assisting in reporting customer queries, complaints and feedback, and working with other staff to resolve;
- Ensuring that the MAC's brand values are evidenced in all dealings with customers;
- Contributing to the MAC's warm and welcoming culture;
- **Other**

*This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the Senior Chefs or Operations Manager.*

## PERSON SPECIFICATION

### Job Title: Kitchen Assistant

Quality	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>Previous experience in a kitchen or catering role is desirable but not essential.</li> <li>Food hygiene training/certificate (Level 2) is an advantage.</li> </ul>	
Knowledge	<ul style="list-style-type: none"> <li>Awareness of food safety standards and demonstrable commitment to upholding best practice.</li> </ul>	
Skills and behaviours	<ul style="list-style-type: none"> <li>Ability to work efficiently and remain calm under pressure.</li> <li>Strong team player with excellent communication skills.</li> <li>Attention to detail, with a focus on cleanliness and maintaining a sanitary kitchen environment.</li> <li>Organised, self-motivated, and able to multitask effectively.</li> <li>Enthusiastic, with a willingness to learn and develop new skills.</li> <li>Genuine passion for working within the Catering and Hospitality industry.</li> </ul>	
Working Conditions	<ul style="list-style-type: none"> <li>Fast-paced, high-energy environment.</li> <li>May include evening, weekend, and bank holiday shifts.</li> <li>Requires standing for long periods and some lifting of stock and equipment.</li> </ul>	

Note: The MAC is an equal opportunities employer. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position.