**RAINBOW CENTRE JOB DESCRIPTION**

**GENERAL KITCHEN ASSISTANT**

The Rainbow Centre is a charity community centre for the over 50’s which has been in Morecambe for nearly 60 years. Based in a refurbished Methodist Chapel in the Poulton district of Morecambe we run a range of activities for the over 50’s with an aim to reduce social isolation and provide activities which improve physical and mental wellbeing. We are a small, caring charity with a very social vibe and it is a pleasure to work with such a fantastic membership.

We are recruiting for a Kitchen Assistant to contribute to the family atmosphere of our centre and to assist the Kitchen Manager to prepare and serve meals for lunch for our members, staff and service meetings and groups as required. The café provides service Monday to Thursday between 10.00am and 2.30pm and will be looking to open on a Friday after the Easter break in 2024.

You will have a happy disposition as you serve food and drinks to our members each day and assist in the running of the kitchen complying with relevant food hygiene legislation and record keeping. You will be responsible for washing up and cleaning down the kitchen each day ready for service on the next opening. A knowledge of food hygiene procedures and a Level 2 Food Hygiene qualification or the will to complete one is essential. You will have experience of working in a food service environment.

There will be occasions where baking of cakes will be required and the preparation of buffets and food for events such as fairs, fundraising events and Christmas.

TERMS OF EMPLOYMENT:

The Rainbow Centre is open for 44 weeks a year closing for two weeks at Christmas and Easter and for four weeks in the summer usually over August. The contract is for 17 hours a week, 44 weeks per annum but pay is distributed over a 52-week period and wages are paid every two weeks. There is a contributory pension scheme with this position.

Basic DBS required and subject to a maximum 6 months’ probation.

SALARY: circa £8,500 per annum. Pay rate review due April 2024

**During the initial training period the employee’s hours of work would be as follows:**

Monday 9.00am to 2.00pm

Tuesday 11.45am to 3.00pm

Wednesday 11.45am to 3.00pm

Thursday 10.30am to 3.00pm. TOTAL 16 hours

**From April 2024 the employee’s hours of work would be as follows:**

Tuesday 11.45am to 3.00pm

Wednesday 11.45am to 3.00pm

Thursday 10.30am to 3.00pm

Friday 9.30am to 2.30pm. TOTAL 16 hours

Lunch is provided.

As well as the eight weeks off during the closure periods, bank holidays and a pro-rata allocation of three weeks holiday are allocated to the post.

You may be required to work additional hours as required to cover for meetings and events, sickness and holidays as might be reasonably expected.

Closing date Monday 12.00pm on 29/1/24

Please contact therainbowcentre@outlook.com or call to speak to Paul or Dawn on 01524 415502 for an application form.

The Rainbow Centre, Clarence Street, Morecambe, LA4 5EX