

JOB DESCRIPTION FOR CAFE / RESTAURANT KITCHEN ASSISTANT

LOCATION: Shine A Light Childhood Cancer Charity – Rugby

WHO WE ARE:

Every day in the UK around 11 children and young people find out they have cancer. For their families, the diagnosis can be life changing. At Shine a Light, we help families get through these challenging times by providing a range of vital support services and an understanding shoulder to lean on. We support families of children and young people up to the age of 24, for as long as they need us.

As part of our fundraising initiatives, we operate a successful community café within our Cancer Support Centre, welcoming both service users and members of the public.

ABOUT THE ROLE:

As we prepare to move into our exciting new premises in Rugby, we are seeking a reliable and enthusiastic Kitchen Assistant to join our friendly team.

This role is ideal for someone who enjoys working in a busy kitchen environment, takes pride in maintaining high standards of cleanliness and food safety, and is passionate about delivering excellent customer experiences. The successful candidate will support the Chef and wider kitchen team with food preparation, stock management, and the day-to-day running of the kitchen.

This position offers an excellent opportunity for someone looking to develop a career within hospitality while contributing to a charity that makes a real difference to local families.

The role currently operates within our Tuesday to Sunday opening schedule, with the potential to move to a seven-day operation as the business continues to grow.

DUTIES AND RESPONSIBILITIES:

- Assist with the preparation of food and ingredients for service.
- Support the Chef with cooking and food presentation tasks.
- Wash, peel, chop, and prepare vegetables and other food items.
- Ensure all food preparation areas are clean, tidy, and organised.
- Wash dishes, utensils, kitchen equipment, and cooking appliances.
- Maintain high standards of cleanliness throughout the kitchen and storage areas.
- Assist with stock rotation and stock replenishment.
- Receive and store deliveries following food safety procedures.
- Dispose of waste safely and efficiently.
- Ensure food hygiene, allergen, and health and safety regulations are followed at all times.
- Support the team during busy service periods.
- Report any maintenance, food safety, or cleanliness concerns to the Chef or Management Team.
- Contribute to a positive, supportive, and collaborative working environment.

SKILLS AND QUALIFICATIONS:

Essential

- Ability to work effectively within a team.
- Good organisational skills and attention to detail.
- Understanding of the importance of food hygiene and cleanliness.
- Ability to work efficiently in a fast-paced environment.
- Positive attitude and willingness to learn.
- Physical stamina to remain productive throughout the working shift.
- Reliable, punctual, and flexible approach to work.

Desirable

- Previous experience in a kitchen, café, restaurant, or hospitality setting.
- Food Hygiene Certificate (training can be provided).
- Knowledge of food safety and allergen awareness.
- Experience handling stock and deliveries.

Part Time hours: 16hrs per week

Salary: Currently minimum wage

Benefits:

- Company pension
- Ongoing training and development opportunities
- Supportive and friendly working environment
- An opportunity to contribute to a charity supporting families affected by childhood cancer.

Schedule:

- Day shift
- Tuesday to Sunday
- Flexibility may be required as the cafe expands to a 7-day operation.

If you are hardworking, enthusiastic, and enjoy being part of a busy kitchen team, we'd love to hear from you.

Join Shine A Light Childhood Cancer Support and help us create a welcoming space while supporting families through some of their most challenging times.

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