

**A guide to  
working as a**

# **Kitchen Assistant**

**at Hextol Tans  
and Hextol Lunches**



## What does a Kitchen Assistant do?

A Kitchen Assistant works with a team of others to prepare and cook hot meals or to make sandwiches and salads, cakes and buffet lunches.

A Supervisor shows you what to do and helps you to get it right.

Sometimes, the food is served to customers waiting in our café.

Sometimes you may help the Supervisor to deliver it to schools, offices or other cafés around Hexham.

At the end of every session, all the equipment in the kitchen must be cleaned and put away.



## Where do we work?

Some of our Kitchen Assistants work in the kitchen at our café in St Mary's Chare in Hexham. Here we serve customers who come in for meals or for a cup of coffee and a snack.

Others work in the kitchen at our main office in Gilesgate in Hexham. Here we make buffets to be delivered; and make lunch for other people who work at our office every day.





## What skills do I need to be a Kitchen Assistant?

To be a Kitchen Assistant, you need to:

Be able to listen and follow instructions

Enjoy working in a busy setting with other people in a team

Be friendly and polite to people you work with and to be able to have appropriate conversations with customers

Understand the importance of hygiene

Be keen to learn new skills.

It will help, but isn't vital, if you:

Have worked in a kitchen before

Have a food hygiene certificate

## How will the job help me?

Hextol Tans Kitchen Assistants are not paid jobs – you would be working as a volunteer.

But working as a Kitchen Assistant would help you to build your work experience and your self-confidence by being part of a team, working to help customers, meet deadlines and achieve work and personal goals.

We will give you employability training as you work, by coaching you on our core skills scheme. This will help you find employment by developing your skills for work.



## For more information:

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