

Job Description – Kitchen Assistant

The Kitchen Assistant reports to the Chef de Cuisine and is responsible for maintaining high standards of cleanliness, hygiene, and the setting up of dining and service areas. He/She cleans and sanitises kitchen equipment, assists in basic food preparation, and supports the receiving and storing of products in accordance with the weekly roster. Duties may be extended to include housekeeping and related support duties in other areas of the Archbishop's Seminary as instructed.

Main Duties and Responsibilities

- Maintain high standards of cleanliness and hygiene across the kitchen, pot wash, service, and dining areas.
- Operate, load and unload the dishwasher/s; and wash, dry, and store all dishes, cookware and kitchen utensils properly.
- Assist in basic food preparation by washing, peeling, cutting, and slicing ingredients under supervision.
- Prepare dining and buffet areas for service, including table setup, equipment preparation, and maintaining cleanliness during service.
- Assist with the receipt, unloading and proper storage of food supplies and other deliveries, as directed
- Empty and clean waste bins and dispose of rubbish in line with established waste separation procedures.
- Clean and sanitise kitchen equipment, utensils, tools, work surfaces and food-preparation areas in accordance with established cleaning procedures and instructions
- Perform periodic deep cleaning tasks in the kitchen, pantry, refectory, dining and service areas, including the cleaning of internal surfaces, apertures and windows.
- Promptly clean spillages and keep assigned areas clean and safe throughout the working period.
- Follow health, safety and hygiene regulations, including wearing appropriate protective clothing and footwear, maintaining hand hygiene, and adhering to food sanitation standards.
- Respond courteously to guests and promptly refer any requests, concerns or complaints to the Chef de Cuisine.
- Report all equipment defects, maintenance issues, or safety hazards immediately to the Chef de Cuisine.
- Ensure the security and energy efficiency of the workspace by closing windows and switching off lights and equipment prior to leaving.

- Work collaboratively with other members of staff to support overall campus operations.
- Carry out housekeeping duties in other areas of the Archbishop's Seminary as required.
- Perform other duties that may be assigned from time to time.

Eligibility

- Fluent in Maltese and English.
 - Valid Food Handling License (Category B) and knowledge of workplace hazardous materials.
 - Basic proficiency in food preparation and kitchen operations
 - Ability to work in high-temperature environments and lift/carry heavy kitchen items properly.
 - Strong teamwork and interpersonal communication skills.
 - Availability to work shifts, including evenings, weekends, and public holidays as required, with a commitment to work in accordance with communicated availability.
- Previous experience in a kitchen, catering or similar environment and/or knowledge of basic food hygiene and safe food-handling practices will be considered an asset.

Conditions of Work

- Employment Type: Part-time casual basis
- Shift Patterns:
 - Morning Shift: 07:45 – 15:00 (including 15 mins & 30 mins unpaid break)
 - Evening Shift: 17:30 – 21:30