

## Job Description

<b>Job Title:</b>	Part-time Foxhill Kitchen Assistant
<b>Reports to:</b>	Director and Assistant Director of Foxhill
<b>Salary:</b>	£16.04 per hour
<b>Hours of work:</b>	Part time 14 hours over 2 or 3 days (with the potential for additional shifts at busy times)  Flexible working is required to include evenings and weekends
<b>Normal place of work:</b>	Foxhill House

### Overall Purpose of the Post

Foxhill is the retreat house for the Diocese of Chester and welcomes a broad range of people for day and residential retreats throughout the year. We can accommodate up to 27 residential guests and up to 80 day guests. The successful candidate will work to ensure that Foxhill sustains and develops its reputation as a place of welcome and a clear example of Christian hospitality by providing an outstanding Food and Beverage offer to guests and visitors and taking pride in their work.

### Main Duties / Responsibilities:

1. To prepare good quality, home cooked meals for guests and visitors to Foxhill;
2. To be able to work alone to prepare and cook meals from scratch following recipes provided and to be responsible for meals going out on time and to a high standard;
3. To communicate details of dietary requirements and allergens with the Front of House staff serving the meals;
4. To be confident to work in the kitchen alone as well as to assist the Kitchen Manager;
5. To keep the kitchen and servery clean and tidy;

6. To work to the highest level of kitchen hygiene and safety to ensure the health and safety of those who consume food prepared on the premises and those who work in the kitchen which will include:
  - keeping up-to-date and accurate written records as required by UK law;
  - ensuring that the cleaning schedule is observed and maintained to a high standard;
  - ensuring that storage areas are clean and well organized, and that stock is correctly rotated;
  - ensuring that the kitchen is completely clean at the end of every shift; and
  - undertaking all duties in accordance with Health and Safety procedures including Food Hygiene and C.O.S.H.H.
7. To use the dishwashing machine as needed;
8. To assist in keeping the servery clean and tidy;
9. To work with the Director and Assistant Director to ensure that the House offers guests and visitors an outstanding level of service.

**General**

- To promote and maintain positive working relationships with the wider team, working collaboratively as required;
- To undertake training as required.
- To attend staff meetings.

Please note: this list is not exhaustive and the post-holder will be required to undertake duties commensurate with the role.

Date: February 2026

Note – this job description does not form part of your Contract of Employment.