



**Casual Kitchen Crew**  
**Candidate Information Pack**  
September 2022

## A message from our Chief Executive

Thank you for showing an interest in this position with us.

UKSA is a maritime youth charity and world-renowned training centre of excellence. We inspire and support children and young people to broaden their horizons through inspirational water-based adventures, education and training for careers at sea.

People are important to us, and we wouldn't be able to do this without our amazing team of staff. At UKSA we are a community, and our people are our greatest asset. We recognise and celebrate high performance, those who go the extra mile and those who live our core values.

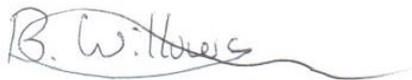
Founded nearly 35 years ago by philanthropist and entrepreneur, Noel Lister, and his wife Sylvia, over 150,000 people have benefited from our training and watersports programmes so far.

We believe all young people have a need but there are those that require greater support. We know that many children and young people are missing out on life-changing opportunities because schools, local authorities and parents simply can't afford to pay for them. The fragility of these young peoples' mental health is exacerbated by a reliance on isolating social media 'screen time'. Our outdoor learning programmes on the water are the antithesis to this.

In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in Maritime. Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want them to achieve their best and gain life-changing experiences, qualifications, and careers.

Our strategy is centred on extending our reach to more children and young people with the aim of helping them break free from their existing lives and prepare them for training and work.

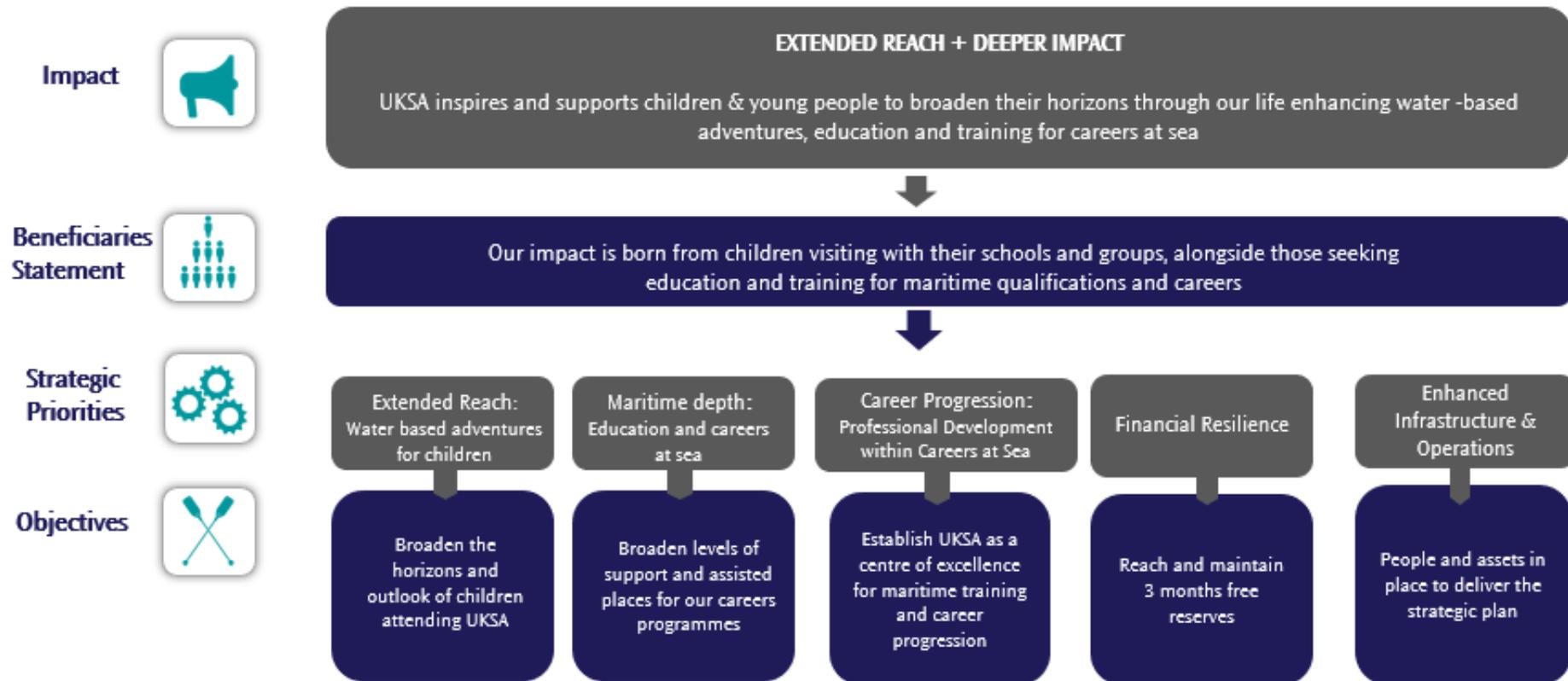
If you have any questions, then please do not hesitate to contact me and I look forward to your application.

A handwritten signature in blue ink that reads "B. Willows". The signature is written in a cursive style and is underlined with a wavy line.

**Ben Willows**  
Chief Executive

Below is a summary of our "Extended Reach" Strategy:

# IMPACT LED STRATEGIC APPROACH



## About Us

For over 35 years we have been helping children take their first steps on the water, launching careers, pushing personal development with world-class training, and offering transformational opportunities as a leading youth charity.

We welcome over 11,000 beneficiaries each year, providing adventures for children and young people and training professional career students to work within the growing global maritime sector each year. We support our students to believe in themselves by providing a hand up not a handout. Our professional education, mentoring and training pathways create exciting long-term maritime career opportunities empowering our students to succeed for themselves, their communities and society.

Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want them to achieve their best and gain life-changing experiences, qualifications and careers.

We welcome over 8,000 children and their leaders from 130 schools and groups across the UK each year. Our water-based programmes are designed to increase children's life and leadership skills, build confidence and encourage teamwork with their peers. For many, UKSA is their first experience of the sea and being away from home.

Our world-class professional training and further education courses provide an alternative to university. We provide vocational training and qualifications to gain a career in the Maritime industry. We are the world's largest RYA training centre and widely recognised for both our RYA and MCA training courses. We are one of the world's top providers of MCA yachting certificates.

As a charity, we do much more than deliver training and certification. We also offer a range of development programmes that help transform the lives of those from the most deprived areas of the UK.

If we sound like the place you want to be, and you are ready to make a difference, check out our application process below.

## Application Process

Please complete the application form which is available on the website and email it to

[recruitment@uksa.org](mailto:recruitment@uksa.org)

**Closing Date:** 30<sup>th</sup> September 2022

**Interview Date:** TBC

Shortlisted applicants will be invited to:

- Attend an interview

## Job Description:

Job Description and Person Specification	
Job Title:	Kitchen Crew
Reporting to:	Head of Hotel Services
People/Team Management:	N/A
<p><b>Key Purpose:</b></p> <ul style="list-style-type: none"> <li>To assist the chefs when necessary in providing tasty, healthy food to our customers, as directed</li> <li>Efficient clearing down and washing up to ensure the smooth running of the kitchen</li> <li>To keep the kitchen, pot wash, stores and dining room hygienically clean and safe to work in</li> <li>Follow and adhere to all Health and Safety and Food hygiene requirements according to UKSA policy</li> </ul>	
<p><b>Hygiene and Cleanliness</b></p> <ul style="list-style-type: none"> <li>Ensuring all cutlery, crockery, pots, pans and utensils are clean and fit for use</li> <li>Cleaning the pot wash area, dishwasher and potato rumbler</li> <li>Assisting in the cleaning of the kitchen, dining room and stores</li> <li>Meeting deadlines to ensure an efficient operation</li> <li>Completing cleaning schedule as required for each shift worked</li> <li>Ensuring Health and Safety practices are adhered to</li> </ul>	
<p><b>Food Preparation</b></p> <ul style="list-style-type: none"> <li>Helping to prepare food under supervision, should the need arise, whilst ensuring excellent food hygiene practices at all times</li> </ul>	
<p><b>Stock Management</b></p> <ul style="list-style-type: none"> <li>Putting all delivered goods away and making sure stock is rotated and stored in the correct conditions with correct labelling</li> </ul>	
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Work in a way that demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions.</li> <li>Co-operate with employers and co-workers to help everyone meet their legal requirements.</li> <li>Ensuring operational safeguarding policies and practices are followed by all staff and that safeguarding is actively promoted throughout the organisation at all times.</li> </ul>	
<p><b>Individual/Team Performance and Development</b></p> <ul style="list-style-type: none"> <li>Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA</li> <li>Understand your objectives and how these fit in with individual, team and business performance</li> <li>Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager</li> <li></li> </ul>	

**General**

- Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures.
- Make a commitment to deliver excellent customer service.

This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.

## Person Specification

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>○ Must be willing to learn and assist as required</li></ul>	
<b>Qualifications:</b>		<ul style="list-style-type: none"><li>○ Food Hygiene level 2</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>○ Experience of working in a hospitality environment</li></ul>	
<b>Skills:</b>	<ul style="list-style-type: none"><li>○ Excellent customer service skills</li><li>○ Ability to work as part of a team</li></ul>	

## Key Terms and Conditions

<b>Salary</b>	National minimum wage  Payable on 28 <sup>th</sup> of each month
<b>Annual Leave</b>	Your annual leave entitlement with pay will be <b>ad-hoc days inclusive of bank/public holidays</b> accrued as per assignments undertaken.  The leave year runs from 1 December to 30 November
<b>Working Hours</b>	Zero hour contract  Flexibility in your hours will be required to include weekends, public holidays, and evenings as the needs of the business dictate
<b>Location</b>	You will be based onsite  UKSA Arctic Road Cowes Isle of Wight PO31 7PQ
<b>Pension</b>	National Employment Savings Trust Employee contribution of 5% Employer contribution of 3%
<b>Sickness</b>	In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy
<b>Notice Period</b>	Probation period of 6 months  During the probationary period notice will be 1 month and after that 3 months' notice will be required
<b>Disclosure and Barring Service check</b>	Basic DBS disclosure will be applicable

