

## Assistant Job Description



### **1. Fill all cooking classes, Secret Kitchen dinners and other events:**

Advertising events on the Culinary Anthropologist website and 2 or 3 other relevant sites  
Supporting the production of monthly newsletters  
Improving and maintaining systems for managing bookings and vouchers  
Responding to all event, voucher and booking enquiries within 2 working days  
Logging all payments and chasing overdue payments  
Confirming all bookings with guests  
Providing Anna with event guest lists, including dietary requirements, before events  
(Sending guests pre- and post-event emails)  
(Finalising financial records for each event)

### **2. Prepare for cooking classes, Secret Kitchen dinners and other events:**

Improving and maintaining systems for storing ingredients and kit etc  
Maintaining stocks of regularly used ingredients and other items  
Helping keep the kitchen, utility room and larder clean and organised  
Improving list of suppliers and agreeing discounts/sponsorship where appropriate  
Ensuring all ingredients and other kit are in place for each event  
Producing recipe packs for class guests  
Helping set up the kitchen for classes  
Helping prep food for classes, dinners and recipe development  
Assisting during some events

### **3. Maintain business administration systems:**

Annotating and storing receipts from purchases  
Book-keeping: entering expenditure quarterly  
Maintaining newsletter mailing lists (Thunderbird and Mailchimp)  
Maintaining database of customers (MS Access)

### **4. Other duties as agreed:**

Recipe testing  
Creating photo albums of events  
Rolling out branding across all materials  
Further market research and business development

### **A typical week would look like this (but no two weeks are the same):**

*Monday (5 hours):*

Bookings: reply to enquiries, check for/chase payments, manage listings, update database etc.  
Meet Anna: go over week's events and menus, give bookings update.  
Stock management: do a stock take, organise ingredients, place orders for ingredients needed.

*Wednesday (1 hour):*

Check and reply to emails.

*Friday (6 hours):*

Check and reply to emails.  
Shopping errands.

In the kitchen: Assisting/setting up for a class *or* recipe testing *or* preparing for a Secret Kitchen.