

Assistant Person Specification and Terms & Conditions



Essential

Keen interest in food and cooking
Basic food handling and preparation knowledge
Quick learner
Able to work independently and manage own time
Able to take responsibility and work proactively
100% reliable and trustworthy
Superb written and spoken English
Friendly and professional manner when interacting with customers
Able to design and manage admin systems
Able to work systematically and pay attention to detail
Basic Microsoft Excel and Word skills
Able to work flexibly across the week and month
Willing to take the job for a minimum of one year
Access to own (home) work space with computer and internet connection

Preferred

Good knowledge of current food issues, ethics and trends, especially in London
Formal culinary training and/or experience in a professional kitchen
Front-of-house experience in a restaurant or other similar customer-facing role
Experience as an administrator or personal assistant
Event management experience
Food hygiene certificate holder
Advanced Microsoft Excel skills
Experience with Microsoft Access, Wordpress and/or Mailchimp software
Book-keeping experience

Terms & Conditions

52 hours per month, to be managed by the post-holder
London Living Wage (currently £9.15/hour), to be paid fortnightly in arrears on invoicing
Start date: October 2015
Mix of on-site (Anna's home teaching kitchen in London N5) and from-home work, as needed
Own laptop and internet access needed
Overtime available to assist events on evenings and weekends (£10/hour)
Reviews after 2 and 6 months
Possibility of £10/hour after review