



英國漢學院

JOB VACANCY

Job Title	: Kitchen Assistant
Hours per week	: Full Time, 35 hours/week
Location	: Lampeter
Salary	: £18,000 - £20,400 per annum
Reporting to	: Head Chef
Department	: Operations Department

Duties:

- Assisting Chef with all kitchen operations, ensuring the vegetarian food preparation are safe and hygienic.
- Reviewing kitchen inventory and determining what items are needed, avoid expired inventory and backlog, avoid food deterioration and shortages.
- Picking, washing, peeling, cutting and preparing vegetarian food ingredients.
- Performing food preparation equipment, floors, tables and other kitchen tools or areas cleaning and disinfection duties.
- Keeping refrigerators and stockroom clean, sanitised and organised.
- Strictly complying with nutrition and sanitation regulations and safety standards.
- Participating in vegetarian cuisine workshop and event organised by the Academy.
- Regularly reporting to Head Chef on work performed and providing effective solutions for improvement.
- Carrying out tasks assigned by Head Chef.

Requirements:

- British citizen or Permanent Resident.
- Past experience as a kitchen assistant for more than 3 years is preferred.
- In good health condition, ability to stand for 6 to 7 hours a day while working.
- Proficient in English or Chinese.
- Able and willing to learn and practise the teaching of Traditional Chinese Culture and Buddhism.
- Excellent vegetarian food preparation and basic cooking techniques.
- Basic knowledge of kitchen hygiene, nutrition and safety standards.
- Basic knowledge of table service, ability to decorate and garnish food.
- Committed to work, fast learner and desire to learn to cook.
- A great team player, interpersonal and problem-solving skills.
- Harmonious team working.

Benefits:

- Free vegetarian meal, campus accommodation for staff (living alone) and Traditional Chinese Medicine Consultation.
- Annual leave entitlement is 28 days' annual leave per year, plus 8 bank holidays.
- Free classes on Traditional Chinese Culture and Buddhism, such as calligraphy class, moral and ethnics class, Traditional Chinese Medicine Workshop, Buddhism Lectures, Sinology English Class etc.

If you are interested to apply, please fill in the Job Application Form attached and email to fw_yong@yahoo.com by **31 May 2022**. Shortlisted candidate will be informed for an interview. Thank you.



英國漢學院

招聘啟事

職稱	: 幫廚
工作時間	: 全職, 每週 35 小時
工作地點	: 威爾士蘭比得
年薪資	: £18,000 - £20,400
匯報對象	: 廚師長
部門	: 營運

工作職責:

- 配合大廚做好廚房的日常管理工作，素食餐的準備和烹製工作，保證食品安全衛生。
- 檢查廚房原料使用和庫存情況，防止物資積壓超過保質期，防止變質或短缺。
- 負責摘菜、洗菜、剝菜、切菜等素食食材準備工作。
- 負責廚房設備、地面、桌面、廚具、餐具及用餐區域的衛生清潔與消毒工作。
- 負責冰箱和儲存室的衛生、清潔及整頓工作。
- 嚴格遵守食品營養、衛生及安全標準。
- 參與學院舉行的素食教學與宣傳活動。
- 定期向廚師長匯報後廚工作情況，並提供合理改善建議。
- 完成廚師長交辦的其他工作。

條件:

- 英國公民或永久居留。
- 超過三年幫廚工作經驗優先考慮。
- 身體健康情況良好，工作日能夠站著工作 6 至 7 小時。
- 良好的英文或普通話能力。
- 發心及願意學習中華傳統文化及佛法並將所學落實在日常生活及工作中。
- 熟悉素食食材準備和基本烹製技術。
- 基本衛生、營養和安全意識。
- 基本餐桌服務禮儀常識、菜餚裝飾及美化技術。
- 熱愛本職工作，學習能力強，願意學習烹飪。
- 與同伴配合、溝通及解決問題的能力。
- 和諧的團隊協作。

員工福利:

- 提供員工本人免費素食餐、院內住宿（員工個人獨住時）和中醫問診服務。
- 每年 28 天年假及 8 天法定假日。
- 免費傳統文化及佛法課程，例：書法班、德行教育課程、中醫保健講座、佛學講座、漢學英文學習等課程。

如果您對以上崗位有興趣，敬請填寫應聘表並於 2022 年 5 月 31 日前發送至郵箱：fw_yong@yahoo.com。入選的申請者將獲得面試通知。感恩！