



k.alm

KITCHEN

Team Kalm Kitchen



Kalm Kitchen
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Hours: 9:00 - 17:00
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WHO IS KALM KITCHEN?

Kalm Kitchen are a high-end, award-winning catering company with over 10 years of experience, based in the South-East.

We are passionate about providing creative, delicious food for amazing weddings and bespoke events.

As seen on our testimonial page, our clients tell us that we provide exceptional service. We go that extra mile with our meticulous attention to detail.

WHERE WILL I WORK?

As a catering company, the nature of our job is working at lots of gorgeous venues and private houses.

The venues can be all over the South-East of England.

You may find a venue close to home or perhaps you will become part of our mobile team. Travel is an essential and exciting part of our events, and you hope you will join us as we explore the English Countryside.

WHAT WILL I BE DOING?

You will be a huge part of our clients' special day! You will be serving delicious drinks, canapés and food to guests as well as being an all-round warm, welcoming and approachable person for guests to speak to if they require something. We pride ourselves on quietly going above and beyond, at all times; opening doors for guests and pre-empting their needs, all with a smile.



**BE A PART OF AN AMAZING TEAM
CREATING BEAUTIFUL EVENTS**

THINGS TO NOTE WHEN SIGNING UP TO SHIFTS:

- We send out dates well in advance to fill the spaces so that you can make your plans around the dates you commit to. Once spaces are full you will still be able to apply and be kept on reserve.
- The job is flexible in the sense that you manage your diary and sign up to a dates therefore we expect you to follow through with your commitment. We cannot operate a business without committed employees so please manage your diaries correctly.
- If you can no longer work, you must let us know straight away and no later than 72 hours before the shift. You will need to seek cover for your space and let us know once you have. It is essential you find cover, if you are unable to cover yourself then you may still need to work.
- We only work with reliable and committed staff, so when you sign up to a date, please ensure you are available for the entire day. Finish times are allocated, but please be aware these may change dependent on the flow of the day.
- The nature of working in events is that you will be required to get to a variety of different venues, mostly around Surrey/Hampshire but occasionally they will be further afield. If this is the case, we can contribute towards travel expenses.



HOW AND WHEN DO I GET PAID?

You should use Liveforce to apply and confirm your attendance to shifts. You will be able to see the location and timings of the shifts available. Please apply for any of interest to you. Once you have been confirmed onto a shift it will then turn green.

You will be paid monthly. Payroll is run at the end of the month, meaning you will get paid at the beginning of the next month for the month prior.

This is your responsibility to make sure that any expenses are put through, or hours corrected, which can all be done using Liveforce.

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WHAT IS EXPECTED ON THE EVENT

You are expected to arrive promptly, to ensure you have plenty of time to park and put your things away before the start time.

You must arrive in the correct uniform, ready to go. Put your mobile away at this point. If you are found with your mobile it will be confiscated.

Bring a bottle of water and some snacks. We do feed you, however we cannot cater for all dietaries.



PLEASE NOTE

Ordinarily, we do not pay a separate travel cost. We pay you from the moment you arrive, to the moment you leave and don't ever deduct breaks. If you are travelling further than 45km to a venue, we can offer contribution towards travel cost.

The password for
your pay slip is
'Kalm'

**ONE TEAM
ONE DREAM**

Please ensure you arrive at your shift wearing the correct uniform. This is essential.

STANDARD UNIFORM

You should be looking like the photos below for every single event. Please ask if you are unsure.

LADIES

GENTS

HAIR

Tied up in a neat low bun with no stray hairs.

HAIR

Neatly groomed
Tied up if long

MAKEUP & JEWELLERY

Neat makeup, no bright lipstick
Nothing other than a watch and small stud earrings. Remove rings, bracelets and necklaces. Neat clean nails no polish.

JEWELLERY

Nothing other than a watch and small stud earrings

JUMPERS/JACKETS/COATS

Black, clean and smart only.

TOP

Long sleeve, cotton black shirt from M&S. No branding or colour.

TOP

Black, cotton, short summer/long winter sleeve crewneck from M&S or similar.

JUMPERS/JACKETS/COATS

Black, clean and smart only.

TROUSERS

Black, smart, long, school/suit trouser material. No cropped/3/4 lengths, NO jeans leggings or ankles showing.

TROUSERS

Black, smart, long, school trouser material.
No jeans or ankles showing.

SOCKS

Black, long socks.

SOCKS

Black, long socks

SHOES

Black shoes. Need to be clean and all black, including the sole. No visible branding.

SHOES

Black shoes clean and all black, including the sole. No visible branding.



Please ensure you arrive at your shift wearing the correct uniform. This is essential.

BESPOKE UNIFORM

You should be looking like the photos below for every single event. Please ask if you are unsure.

LADIES

GENTS

HAIR

Tied up in a neat low bun with no stray hairs.

HAIR

Neatly groomed
Tied up if long

MAKEUP & JEWELLERY

Neat makeup, no bright lipstick
Nothing other than a watch and small stud earrings. Remove rings, bracelets and necklaces. Neat clean nails no polish.

JEWELLERY

Nothing other than a watch and small stud earrings

JUMPERS/JACKETS/COATS

Black, clean and smart only.

TOP

Long sleeve, cotton black shirt from M&S. No branding or colour.

TOP

Black, long sleeved, button up, collared shirt from M&S or similar.

JUMPERS/JACKETS/COATS

Black, clean and smart only.

TROUSERS

Black, smart, long, school/suit trouser material. No cropped/3/4 lengths, NO jeans leggings or ankles showing.

TROUSERS

Black, smart, long, school trouser material.
No jeans or ankles showing.

SOCKS

Black, long socks.

SOCKS

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SHOES

Black shoes. Need to be clean and all black, including the sole. No visible branding.

SHOES

Black shoes clean and all black, including the sole. No visible branding.



We
provide
the apron
& the tie
for all
staff

WHAT YOU WILL BE DOING

Each event is different, but usually you will be required to do a variety of the following:

IN THE MORNING

- Unloading the van and moving the equipment to the relevant location i.e. bar glasses to the bar
- Setting up the tables/bar/kitchen i.e. folding napkins, laying out the cutlery, glassware, chilling the drinks and/or setting up the coffee machine.

DURING SERVICE

- Serving and topping up drinks
- Serving canapes and monitoring that each guest gets a similar amount depending on their dietary requirements i.e. vegetarians
- Serving wine and water
- Serving plates to the table
- Clearing plates and cutlery after each course
- Informing the kitchen of progress
- Clearing excess glassware on the tables
- Clearing salt and pepper/bread baskets/butter dishes etc. when necessary
- Doing regular runs to the bins (if on site) to keep the workspace clear.
- Getting things ready, such as the tea & coffee station/patisserie bar

POST SERVICE

- Clearing away tables, particularly those where the DJ/BAND needs to set up their equipment.
- Removing linen/napkins and placing in dirty blue linen bags
- Collapsing tables
- Serving tea & coffee from a station
- Collecting finished glasses/cups & saucers from around the venue including the loos
- Sweeping the floor
- Collecting any leftover favors in one place
- Serving evening food
- Placing out cake with napkins
- Packing the van





Key Contacts:

Staff Email:
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Staff Phone:
07759700107

Kalm Kitchen Head Office:
01483 813360



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We have opportunities within the company to become event chefs, supervisors or event managers. Enquire for more information!

