

Role: Site Operations and Community Assistant

Mission Kitchen New Covent Garden Market

Location: Mission Kitchen New Covent Garden Market, Nine Elms, London

Salary: £27,500

Hours: Full-time, 40-45 hrs/week (Including some Saturdays. All Sundays off.)

About the Role

Mission Kitchen is hiring a full-time Site Operations Assistant to support the daily running of our shared kitchen and workspace.

This is a hands-on role that keeps our space working smoothly while making sure members feel supported and welcomed. You'll be the main point of contact for our members on site during your shifts, which means taking ownership and keeping things moving without needing to be told.

You'll work as part of the Site Operations team and report to the Site Operations Manager. We operate Monday to Saturday (always closed Sundays), and your rota will include regular Saturdays.

What You'll Be Doing

- Overseeing site operations whilst on shift and being the face of Mission Kitchen
- Building relationships with our members
- Opening and closing the site
- Dealing with member queries
- Troubleshooting faults
- Setting up the space for events
- Hosting Member Inductions and Site Tours
- Day to Day Operational and Maintenance checks
- Keeping records up to date
- Ensuring member safety and adherence to protocols
- Helping enforce basic health and safety rules
- The role also involves gathering survey data and analysing the results

What We're Looking For

- Ideally based locally and able to get to site within 30 minutes
- Friendly, calm and confident under pressure
- Experience in kitchens, hospitality or shared workspaces is a bonus
- Comfortable working solo and managing your own time
- Proactive, you take initiative and don't wait to be asked
- Great with people, approachable and clear communicator
- Reliable, organised and detail focused
- Punctual individual available for at least one early morning shift starting at 6:00 AM
- Previous writing experience preferred
- Previous commercial kitchen experience is a plus, but not required

How to Apply

Applications are welcome at hello@missionkitchen.org. Please send us your CV and an email telling us why you think you would be a good fit for the role.

We are an equal opportunity employer and are looking forward to hear from all candidates.

For more information about Mission Kitchen please visit our website [here](#)