

## KITCHEN ASSISTANT

Job Ref: REQ17707

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Campus Living is the campus hospitality provider at Loughborough University. We provide accommodation and catering within our halls of residence and within our various food and bar outlets for students, staff and visitors.

### Job Description

#### Job Grade

Operational Services Grade 1

#### Job Purpose

To assist in the cleaning of all catering and catering related equipment and areas, and assist in the preparation and service of food

#### Job Duties

##### **General Duties**

- Assist in basic food preparation
- Assist in the handling and storage of deliveries from internal and external suppliers, ensuring full stock rotation
- Undertake general cleaning duties of utensils, kitchen/storage and service areas
- Participate in the removal of food from the hot plate ensuring correct disposal is adhered to
- Assist in food service following customer practice

##### **Health, Safety and Hygiene**

- Demonstrate understanding of 'Food Hygiene' Guidelines which includes storage
- The safe use of all chemicals in compliance with the COSHH regulations
- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures

##### **Legislation**

- All food handlers are bound by the following legislation:
  - Food Law code of Practice (England) 2008
  - Food Hygiene (England) Regulations 2006
  - The Food Safety & Hygiene (England) Regulations 2013

##### **Customer Service**

- Able to communicate with customers and understand and meet their requests
- Follow correct portion controls

**Training**

- Attend any relevant training courses, continue own personal development

**Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility**

Reports to the Head Chef/Sous Chef

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience		
Skills and abilities	Ability to carry out all duties and responsibilities of this post, including basic food preparation, general kitchen cleaning duties, handling and storage of deliveries	1,3
	Ability to work as part of a team and to collaborate with others	1,3
	Oral communication with customers in the food service areas when required	3
	Ability to communicate with colleagues and managers as required	1,3
Training	Ability to follow correct and safe working practices	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	3
Qualifications		
Other	Commitment to observing the University's Equal Opportunities policy at all times	3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of basic food preparation, and general cleaning duties within large kitchen areas	1,3
Skills and abilities		
Qualifications	Basic Food Hygiene Certificate	1,3
	Customer service qualification	1,3

## Conditions of Service

The positions available are for various part time hours on 32 week (term time), 5 over 7, open ended contracts. Salary will be on Operational Service Grade One, £8.25 per hour (including The Living Wage Supplement). The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to:-

Aldo Guarasci, Head Chef, by email at [a.guarasci@lboro.ac.uk](mailto:a.guarasci@lboro.ac.uk) or by telephone on 01509 223820 or to

Jagat Singh, Head Chef, by email at [j.singh4@lboro.ac.uk](mailto:j.singh4@lboro.ac.uk) or by telephone on 01509 223825

## Applications

The closing date for receipt of applications is **Sunday 20<sup>th</sup> August 2017**.