

KITCHEN ASSISTANT

Job Ref: REQ180789

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Assist in the preparation and service of food the cleaning and the cleaning of all catering and catering related equipment and areas

Job Duties

General Duties

- Assist in basic food preparation
- Assist in general kitchen duties including the handling and storage of deliveries, ensuring full stock rotation
- Undertake general cleaning duties of equipment, kitchen/storage and service areas
- Assist in food service following customer practice
- Participate in the removal of food from the hot plate ensuring correct disposal is adhered to
- Follow environmental practices in relation to waste recycling

Health, Safety and Hygiene

- Demonstrate understanding of Food Safety to include cleaning and food storage and personal hygiene
- Demonstrate understanding of food allergens and intolerances, and their controls
- 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

- Demonstrate understanding of the menu and food options
- Adhere to correct portion controls
- Follow Food Service Standards

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 during kitchen preparation

Reports to Dining Hall Manager/Assistant Manager during food service

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
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, managers and customers as required	1,3
Training	Ability to follow correct and safe working practices in line with Health & Safety legislation	3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	3
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
	Experience of working within a customer facing environment	1, 3
Qualifications	Basic Food Hygiene Certificate	1,3
	Customer Service qualification	1,3

Conditions of Service

The position is part time (12.5 hours per week), term time only, and open ended. Salary will be on Operational Service Grade One, £8.23 per hour (plus the Living Wage Supplement).

The appointment will be subject to the University's normal Terms and Conditions of for Grades 1-5, 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/>

Applications

The closing date for receipt of applications is **2 October 2018**