

Kitchen Catering Assistant

REQ200217

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 2

Job Purpose

General cooking duties within a kitchen providing a quality food and customer service

Job Duties

Cooking Duties

- Undertake preparation of food under the supervision of the Chef or Sous Chef
- Follow standardised recipes and be able to produce menu items to the required standard
- Present foodservice to required standard

Customer Service

- Assist in the service of food from the hot plate

Cleaning Duties

- Follow standard cleaning procedures and schedules

Health, Safety and Hygiene

- All staff have a statutory responsibility to take 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 and Procedures.
- Demonstrate understanding of 'Food Hygiene' Guidelines which includes personal, preparation, stock rotation, food dating and storage.
- The safe use of all chemicals in compliance with the COSHH regulations.

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

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	Experience of basic food preparation, and general cleaning duties within large kitchen areas	1,3
Skills and abilities	Ability to carry out all duties and responsibilities of this post, including food preparation, general kitchen cleaning duties, serving, handling, storage of deliveries	3
	Ability to work as part of a team and to collaborate with others	3
	Confident to communicate with customers in the food service areas and with colleagues and managers as required.	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	NVQ Level 1 or equivalent in Preparation and Cooking	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3

Desirable Criteria

Area	Criteria	Stage
Skills and abilities	Able to follow standard recipes	3
Qualifications	Basic Food Hygiene Certificate	1, 3
	NVQ Level 2 or equivalent in Preparation and Cooking	1, 3
	Customer service qualification	1, 3

Conditions of Service

The position is part time (20 hours) on a 32-week (term time) contract. Salary will be on Operational Services Grade 2, £8.70 to £9.19 per hour, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment 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 **Monday 9th March 2020**.