Department of Estates & Facilities Management

# Kitchen Assistant

## Job Ref: REQ260835

**School/Department summary:**

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

## Job Description

**Job Family and 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 to adhere to the current food and hygiene legislation

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***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 outlined in the document.

**Organisational Responsibility**

Reports to the: Head Chef / Sous Chef

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## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at 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 | Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression. | 1,3 |

**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 appointment will be subject to the University's Terms and Conditions of Employment relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.

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- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

## Our Accreditations

We strive to create a culture that supports equity 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 career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**

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