



General Assistant – Catering

UNIVERSITY SERVICES
ESTATES AND COMMERCIAL

GRADE 1

Job Purpose

Work under supervision, to undertake general cleaning and assist in the provision of food production and service. Following the ethos set out in the departmental mission statement, this task should be carried out in an efficient and effective manner.

Main Duties and Responsibilities

1. Responsible for general cleaning, including but not limited to: cleaning of the bain marie/cold food service area, assisting with the washing of cutlery/crockery in the dishwasher and cleaning dishwasher area after use, assisting with the clearing of the pot sink and cleaning area after use and cleaning tables and floor in dining room after customers have left.
2. Participate in onsite training to ensure all cleaning is compliant with food hygiene policies and training for the safe use of cleaning chemicals in use.
3. Ensure the appropriate preparation of food service areas, checking that the correct serving equipment is placed on the bain marie and the appropriate plates are heated and ready for use. Also responsible for filling the cold display units and setting out the cold salad counter with correct serving equipment as directed by chef supervisor
4. There may be requirement to undertake basic food preparation which should be carried out by applying the current food hygiene polices. If required, this would be under instruction and supervision from the chef supervisor.
5. Responsible for ensuring that the correct size of portions are served according to instructions from chef supervisor and that the food is served attractively on the plates.
6. Ensure high standards of service through courteous and polite liaison with customers.
7. All staff have a responsibility to report equipment faults and safety issues as they occur to ensure personal safety and that of others when undertaking duties and operating equipment

Qualifications

- Ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.

- Possession of REHIS Elementary food hygiene certificate would be an advantage as this is a key requirement of the role and must be achieved following induction training, however this is not essential as training will be provided.

Knowledge, Skills and Experience

- Knowledge of how to use equipment such as a dishwashers and relevant materials to carry out basic duties is an advantage but not essential as training will be provided.
- Knowledge of how to respond to environmental factors as appropriate i.e. spillages and to work responsibly to ensure no accidents occur is an advantage but not essential as training will be provided.
- Good verbal communication skills required in order to communicate frequently with supervisors and colleagues to ensure good working relationships and smooth running of department.
- Ability to plan and organise duties effectively and efficiently to meet service requirements and to prioritise workload/duties as appropriate is a required skill.
- Experience of liaising and communicating with customer/service users as appropriate.
- Previous catering /cleaning experience or experience of working in a similar environment would be preferred, but not essential, as training will be provided.