

# JOB DESCRIPTION

**POST:** Kitchen Assistant

**REF:**

**DEPARTMENT:** Catering

**GRADE:** 1

**REPORTING TO:** Head Chef

**SUPERVISORY RESPONSIBILITY:**

# JOB PURPOSE:

To contribute to the provision of a high quality, customer focussed catering service for students, staff and visitors.

# DUTIES AND RESPONSIBILITIES:

1. To provide an efficient and friendly service to customers in all areas of the catering department.
2. To ensure that food is presented and served in a clean, hygienic environment.
3. To prepare and serve food and beverages as directed and in line with university policies and procedures.
4. To complete all necessary food hygiene documentation including, but not limited to, recording food temperatures during service and be aware of the University’s’ safe working practices.
5. To operate the till during service periods.
6. To work with the kitchen team to ensure that food counters have sufficient supplies during the service period.
7. To ensure the catering areas are kept as clean as is reasonably practicable during service times.
8. To carry out cleaning duties in the area in line with the agreed cleaning schedule.

9. To have a good knowledge of allergen and intolerance information.

1. To have basic cooking skills, good food knowledge and a good understanding of following standard food preparation recipe cards.

## Plus

* Any other duties as may reasonably be required.
* Ensure that the highest standards of professional performance are maintained.
* Demonstrate a personal commitment to equality, diversity and inclusion and ensure equal opportunities are integral to the work of the department.
* Ensure compliance with relevant legislation and statutory codes of practice, as advised.
* Participate in the arrangements for performance review.
* Ensure that professional skills are regularly updated through participation in training and development activities.
* Ensure all University policies are implemented within the remit of this post.

# HEALTH & SAFETY

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post’s main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

# PERSON SPECIFICATION

**POST TITLE:** Kitchen Assistant

**SCHOOL / DEPARTMENT:** Catering

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

## Education & Training

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Food Hygiene Level 2 | Essential | Application |

## Knowledge & Experience

|  |  |  |
| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Experience of working in a catering environment |  Essential | Application/Interview |
| Experience of working as part of a team | Essential | Application/Interview |
| High levels of personal hygiene | Essential | Interview |
| Good knowledge of food hygiene | Essential | Application/Interview |

## Skills & Attributes

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| --- | --- | --- |
| **The postholder should be able to demonstrate:** | **Requirement is:** | **Assessed by:** |
| Good interpersonal skills | Essential | Application / Interview |
| Ability to relate to student population | Essential | Interview |
| Personal commitment to equality and an understanding of what this means in practice. | Essential | Application / Interview |
| A flexible working approach to working in all areas |  Essential |  Interview |

## The Leading in York St John Framework

YSJ is my University, I choose to be here, and I show my commitment by contributing to its long-term success. This Framework is used in our Recruitment & Performance Development Reviews, please take these into consideration when making your application and in your role.

|  |  |
| --- | --- |
| **Self-Assured**  | I take personal responsibility. If not me, then who? If not now, then when? |
| **Agile** | I am proactive, creative and responsive in testing solutions. I continuously adapt my Approach. |
| **Socially Aware** | I contribute my knowledge, skills and time to the broader University community. |
| **Tenacious** | I confidently and passionately contribute my ideas and support others to do the same. |
| **Open-Minded** | I communicate with empathy and positivity, without prejudice. |