Job title: Kitchen Team Member

Salary: £10.58 per hour
Grade: YCL A2
Hours of work: 37 per week (Full time)
Contract type: Permanent
Reporting to: Head Chef

Main purpose of this role

To work as part of a team by supporting the Head Chef and other senior kitchen staff in providing a high standard of catering services.

Key responsibilities and duties

- Preparation and cooking of lights snacks, plated meals and call order menu items in accordance with menu guidelines
- Maintaining stock levels of retail snack items and bake off items for front of house service counters
- Working within food hygiene and health and safety guidelines
- Responsibility of record keeping on shift in line with food safety recommendations
- Responsibility of cleanliness of area
- Input into stock orders and communication between campus outlets to replenish stocks as required
- Assist with the service of food and general front of house duties when required

Catering and Hospitality is a large department with staff working in various sites across two campuses. Our outlets vary in size and function from cafes to large scale restaurants and dining halls, which specialise in high volumes of both student and conference business.

We aim to deliver quality in everything we do from service standards to food quality within a very diverse operating environment. We contribute towards the student experience with fresh ideas and creative food innovations, striving to exceed customer expectations within the very competitive higher education market.
**Key responsibilities and duties continued**

**Working conditions:**
- Due to the nature of the work, the post holder will be on their feet for most of the shift, working in a hot environment
- Some heavy lifting is involved in this job
- Applicants are required to be mobile and in general good health

**Additional Information:**
- In response to business needs, to be reasonably flexible with working hours and duties, particularly (but not exclusively) during vacation times
- To attend training and development courses and sessions as requested by the line manager
- Deal with customer requests both promptly and politely
- Report hazards, accidents, and incidents to your line manager

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
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<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications       |           | ● Foundation Food Hygiene Certificate  
|                      |           | ● NVQ Level 1 Food Preparation  
| Knowledge            |           | ● Experience of food preparation and working in a commercial kitchen  
|                      |           | ● Basic working knowledge of health and safety, COSHH regulations and manual handling techniques  
| Skills/abilities/competencies | ● Good customer care skills  
|                      | ● Good food preparation skills  
|                      | ● Good food presentation skills  |
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| **Experience**       | ● Able to demonstrate the ability to meet cleaning standards and schedules  
● Ability to work on your feet for eight hours a day | ● Comfortable working with a team in a busy kitchen  
● Previous experience gained within a similar role |
| **Personal Attributes** | ● Ability to work as part of a team  
● Ability to carry out general instructions  
● Ability to work without close supervision  
● Ability to communicate effectively with other members of the team | |