

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title: Casual Hospitality Catering Assistant

Responsible to: Hospitality Catering Co-ordinator

Job Summary:

To deliver world class service to customers through our catering & retail outlets. To service customer choice from our extensive menu and encourage sales through product recommendation. Preparation and replenishment of service points to ensure that the product range is available and maximised at all times. To provide sales support to all retail units across campus as required, including till and cash control. To provide support to conference services when required.

Evening and weekend work should be expected as part of this role.

Detailed Responsibilities/Duties:

These will vary according to the time of day worked, but include:

1. Assisting as directed with all aspects of preparation & presentation of food and food service to the Universities standards, promoting a friendly atmosphere.
2. The operation of an electronic till system and responsibility for cash control.
3. Clearing and cleaning of service areas before, during and after service.
4. Washing up all crockery, cutlery, cooking and serving utensils.
5. Setting up, serving, and clearing of beverages, including alcohol, around the University as required.
6. Ensuring sufficient food & beverages are available at service times.
7. Delivering and ensuring sufficient food & beverages to university rooms for meetings as and when required.
8. Undertaking all aspect of cleaning, ensuring that all workstations, including all cupboards, shelves, walls, and surfaces are kept clean and orderly.
9. Ensure that rubbish is regularly removed and deposited as required, including recyclable items.

10. Assisting in all areas of BG Retail services accepting sales transactions through the tills and making all necessary sales records
11. Comply with food hygiene regulations at all times, maintaining a high standard of personal and general cleanliness and hygiene.
12. Mopping up spillages immediately and participating in cleaning activities as required.
13. Ensuring all unused food, drink and provisions are put away in their correct place immediately after use.
14. Maintaining temperature records and records of stock used as directed.
15. Responsible for the security of all areas where work takes place.
16. Comply with the University's Health and Safety Policy, legislation, and practice.
17. Maintain professional standards in relationships, including non-discriminatory practices.
18. Undertake any other duties as may reasonably be required.
19. The post-holder must operate within the guidelines, procedures, and regulations of Bishop Grosseteste University
20. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy, and other relevant policies.

PERSON SPECIFICATION

CASUAL HOSPITALITY CATERING ASSISTANT

	Core	Supplementary
Education/qualifications and special training	Good standard of education 5 x GCSE/CSE Grades A-C or equivalent	Relevant catering qualification
Experience	Previous experience of working in a hospitality/conferencing role	Previous experience in an educational establishment
Knowledge and skills	Experience of at least two of the following: Waiting on tables Cashing up and till procedures Fast food service Barista service Bar service	Silver service
Personal attributes	An ability to communicate with a mixed age group Ability to work as part of a team Adaptable to changing demands Professional attitude at all times	