

Job Description

Kitchen Assistant

About Union

Union represents approximately 35,000 students at Anglia Ruskin University (ARU) across campuses in Cambridge, Chelmsford, Peterborough, Writtle and London. In addition, we provide a range of services; academic and welfare advice, support to students running societies and volunteering opportunities in and around the campuses. Whilst we play an important student representative role that sometimes sees us challenge the University, we work closely with them and support areas of delivery within their strategy.

Mission: A student-powered union where every voice matters, every campus connects, and good vibes are part of the culture.

Model: Five Campuses, One Union

Pillars and Foundation:

- A) We will put students in charge
- B) We will extend students' rights and opportunities
- C) We will build and nurture communities
- D) Multisite organisation and functionality

Job Title: Kitchen Assistant

Department: Commercial Services

Reports to: Kitchen Supervisor

Salary grade: 1.3

This is a termtime only role, however, the postholder will be paid in equal instalments over twelve months.

Hours of work: 32.5 hours per week (07:30- 15.00), including 30-minute unpaid lunchbreak. The postholder will work 36 weeks per year, from September to mid-June, based around ARU Writtle teaching weeks. This must include October and February half term holiday weeks. The postholder will not be required to work from mid-June to end of August each year.

Place of work: Writtle Campus

Purpose of the role:

To assist the Students' Union in providing catering to our customers within fast paced café, providing great customer service and creating a friendly, welcoming environment at all times.

Key Responsibilities:

- Assisting with day-to-day kitchen tasks including daily food preparation, and cooking food items.
- To support with monthly stock counting and stock management.
- Adhere to Food Safety and Hygiene Laws and practices
- To support Kitchen Supervisor with menu planning, ordering and student staff training and to deputise for the Supervisor when required.
- To report any maintenance issues, or health and hygiene concerns to line management as soon as possible
- Providing outstanding customer service at all times and promoting the values of the Students' Union
- To help create a friendly, welcoming environment for all customers
- To promote inclusivity, be respectful of diversity and to promote equal opportunities

Other:

- Carry out any other duties or projects as many be assigned to the post-holder by the Students' Union and which are reasonably consistent with the position. These may take place throughout the year.
- Support the Students' Union's environmental policies and help deliver the SU strategy
- Whilst the outlet will predominantly be open weekdays, during the day, this role may require working during evenings and weekends.

Union expects all staff to participate in any training program considered relevant to your job and encourages all staff to participate in, and take ownership of their induction, personal development review, departmental staff meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the staff handbook, and within Union departments. Union is fully committed to its policies and procedures on Equality and Diversity.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Welcome Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the organisation by displaying high standards of service, integrity, punctuality, politeness and professionalism.

Please note, that all employees are subject to pre-employment checks including a Disclosure and Barring Service check if required for the role.

Person Specification for Kitchen Assistants

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
Minimum G.C.S.E. or Level 2 equivalent English and Maths		✓	Application/ Evidence
Knowledge & Experience			
Experience working in a school or college kitchen environment		✓	Application
Awareness of Food Safety and Hygiene Laws and practices	✓		Application/ Interview
Experience working in a customer focussed role		✓	Application/ Interview
Skills & Abilities			
Confident working under pressure	✓		Application/ Interview
Good communication skills	✓		Application/ interview
Comfortable working in a small team as well as under own initiative	✓		Application/ interview
Personal Qualities			
Calm approach	✓		Interview
Flexible and adaptable approach to work and working hours	✓		Application
Customer focused with the ability to work with a range of people	✓		Interview
Other			
Understanding of and commitment to the principles of equal opportunities	✓		Application/ interview
A desire for self-development, willing to engage in training opportunities	✓		Interview