

**UNIVERSITY OF NOTTINGHAM  
RECRUITMENT ROLE PROFILE**

**Job Title:** Catering Assistant

**School/Department:** Catering Services

**Job Family Level and Salary Point:** O&F Level 1-B

**Contract Status:** Permanent, part time, fractional contract

**Hours of Work:** 35 hours per week worked mainly Monday to Friday between 7.00am and 6.00pm for 33 weeks of the year. Flexibility will be required

**Location:** University Park

**Reporting to:** Team Leader

**Purpose of the Role:**

To assist in the provision of an efficient and effective food and beverage service to a high standard.

	<b>Main Responsibilities</b>	<b>% of time</b>
1.	To assist in the preparation and service of food and beverages to support the operation of a hospitality unit to enable a comprehensive and efficient service to be provided to a wide range of customers. To provide a high standard of customer service at all times supporting the department in providing the best possible student experience	60%
2.	To be responsible for the cleaning and care of equipment in the area of work	20%
3.	Cash handling and occasional cashing up, opening and closing of units	5%
4.	To adhere to Food Safety and Health and Safety regulations, recording of food and equipment temperatures and University, Hospitality and external, standards, policies, procedures and codes of practice	5%
5.	Undertaking and utilising training and development to enhance working skills and knowledge of self and team, to improve service delivery	5%
6.	To be fully conversant with and competent to use all systems and equipment in area of work. To drive departmental vehicles to support the service if required by the role	5%
7.	Any other duties appropriate to the grade and role of the person appointed	

## Knowledge, Skills, Qualifications & Experience

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• Good level of numeracy and literacy</li> </ul>	
<b>Knowledge/Skills/ Training</b>	<ul style="list-style-type: none"> <li>• Cash handling</li> <li>• Food service skills</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene certificate</li> <li>• Barista trained</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role/environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of preparing and cooking food</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Actively seeks to develop self</li> <li>• Adaptable</li> <li>• Attention to detail</li> <li>• Seeks explanations and solutions</li> <li>• Concentrates attention and activity on customer</li> <li>• Effective communicator</li> </ul>	