

# Job advert

## Catering Assistant

**Part-time 30 hours a week, 5 days a week, £8.24 per hour**

### Context

INTO is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board on which INTO and the partner university are equal shareholders.

We require enthusiastic new members of our team to assist with the day-to-day catering assistant responsibilities within the INTO UEA's modern canteen environment.

### Requirements

You will be required to work front of house as well as assisting in the kitchen. Your main responsibilities will include serving customers on the hot counter, clearing tables, handling cash washing up and operating the till. You will also be expected to assist with basic food preparation in the kitchen and deliveries of stock.

The successful applicants will be enthusiastic, friendly and be able to demonstrate excellent customer service. You will be required to work well as part of a team and have a flexible attitude to work.

Previous relevant experience in a similar role is essential. Holding a basic food hygiene certificate would be an advantage.

The position will involve working 5 days out of 7, **including Saturdays and Sundays** on a rota basis.

### Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

### **Application Process**

If you feel you have the necessary skills, experience and interest for this post, please download the application form from our website <http://into-corporate.com/jobs> and return with a covering letter stating why you are interested in working for INTO University of East Anglia, to: [intouea.recruitment@intoglobal.com](mailto:intouea.recruitment@intoglobal.com)

**Closing Date for applications is 20<sup>th</sup> January 2019**

INTO is an equal opportunities employer.

[www.intohigher.com/jobs](http://www.intohigher.com/jobs)

# Job description

## Catering Assistant

### Context

INTO is an organisation working in partnership with leading British Universities and investing in the development of world-class international student centres. It specialises in preparing students for undergraduate and postgraduate study in the UK. Our Centres deliver guaranteed progression onto leading British undergraduate and postgraduate courses. Each INTO Centre is managed by a joint venture management board in which INTO and the partner university are equal shareholders.

### Reporting line

The Catering Assistant will report to the Catering Manager.

### Job purpose

To work as part of a professional catering team to produce a high quality service to the Centre. To help promote and improve service standards with the rest of the team.

### Key accountabilities

- Assist with basic preparation of vegetables, salads and other produce as directed by the Head Chef / Catering Manager
- Work in the 'front-of-house', serving customers food and working on the till, cash handling etc.
- Wash up
- Ensure kitchen hygiene standards are maintained at all times to the levels required by the Head Chef / Catering Manager, in line with Environmental Health Office regulations.
- Assist with deliveries and storage of stock, stock control and stock taking.
- Ensure that all tasks are completed whilst complying with the statutory Fire, Health and Safety regulations.
- Keep to a high standard of cleanliness in the department and comply with the Environmental Health Regulations at all times.
- Use chemicals in accordance with COSHH training.
- Clear tables and ensure the kitchen, hotplate, dining areas and any other area relevant to the department are clean and tidy.
- Provide a happy, warm, friendly and helpful attitude to customers.
- Ensure high levels of personal hygiene are kept to at all times.
- Assist with in-house catering functions. These can include private hire functions.
- Ensure front of house presents well at all times.
- Maintain appropriate stock levels for front of house.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request;**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

### Location

At the partner University (where the INTO Centre is located).

### Salary

Salary band A

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- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.**

## Person specification

	Essential	Desirable
<b>Legal Status</b>	<ul style="list-style-type: none"> <li>• Appropriate DBS disclosure will be required prior to confirmation of appointment.</li> <li>• Eligibility to work in and travel freely to and from the UK, e.g. valid UK or EC passport.</li> </ul>	
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Previous Catering experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Foundation Certificate in Food Hygiene.</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral, listening and written communication skills.</li> <li>• Good written and spoken English.</li> <li>• Excellent customer care skills.</li> <li>• Good attention to detail.</li> <li>• Good team player.</li> <li>• Be pro-active</li> <li>• High level of organisational skills</li> <li>• Good time management skills.</li> <li>• Flexibility and willingness to work unsocial hours.</li> <li>• Committed and responsible for promoting and safeguarding the welfare of children and young adults</li> </ul>	