

Part Time Venue Catering Assistants

Contract:	Fixed term, ending Friday 28 th August 2020, subject to a satisfactory three month probationary period
Hours of work:	Flexible hours up to 20 hours per week
Salary:	£8.52 per hour, including holiday pay
Location:	Kedleston Road, Derby

The Academy is seeking to recruit a team of venue catering assistants for the start of the academic year 2019/20.

We are looking for experienced individuals who are enthusiastic, passionate and customer focused, with a desire to learn and work in a fast-paced, fun and ever-changing environment.

Ideally, candidates will have experience working in a catering situation. However, the Union will fully train successful applicants, ready to welcome students back from the summer break.

In return, the Union can offer you flexible working hours to fit around your study, great rates of pay, holiday pay and the opportunity to make new friends.

To download the recruitment pack please refer to our website the link is:

<http://www.derbyunion.co.uk/jobs>

Please send your completed application form to academy@derbyunion.co.uk no later than

9.00am on Monday 12th August 2019.

Interviews will be held on **Tuesday 27th August 2019.**

Successful applicants through to this stage of the recruitment process must be available to attend the compulsory training day on: **Thursday 5th September 2019 between 10.00am-5.00pm- actual times will be confirmed on appointment of role.**

The Union of Students' is an equal opportunities employer and can objectively justify why certain roles are designated for students. We have a commitment to provide casual employment to students where roles are identified that suit such a cohort.

We are an equal opportunities employer; and encourage and value diversity for our employees. We are happy to discuss any reasonable adjustments individuals may require in the recruitment process, on commencement or once in post. We will consider flexible working arrangements and champion equal opportunities, equality and dignity in the workplace.

JOB DESCRIPTION

Purpose of Role

The main purpose of the role is to work within the kitchen team to ensure the kitchen runs smoothly and to a high standard. To provide high quality food and efficient service to all customers. To uphold and maintain cleanliness and to complete all routine organisational checks and paperwork as required.

Key Tasks

- To open and close the kitchen in line with environmental health legislation.
- The preparation of food and service.
- To ensure that the kitchen is cleaned effectively and relevant paperwork is completed, to uphold our environmental health 5 star award.
- To serve high quality food in a timely manner and deliver the high standards of customer service and care in accordance with the Union's Customer Service Policies.
- To be polite to customers and present a positive image of the Union at all times.
- To work safely around all kitchen equipment.
- To ensure that the staff dress code is adhered to.
- To carry out stock rotation duties and pest checks as required and complete relevant paperwork.
- To ensure all hours worked are recorded accurately on the correct timesheet.
- To work in a team being adaptable and flexible, working with colleagues to produce the standards required and to cover other team members as necessary.
- To work co-operatively with other Union staff and officers, as well as relevant external organisations.
- To adhere to the highest standards, especially of customer service and safety.
- To seek to continually develop and improve Union facilities and services.
- To perform any other additional reasonable duties as deemed appropriate.
- Attend team meetings.
- To work and assist in the preparation for any key events and private bookings at the Venues.
- To attend and complete all annual Venues training such as the Health & Safety and Food Hygiene course which allow you to carry out your role as Venue Staff.

General:

The principle role and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

All employees are expected to work within the ethos of the Union and strive to achieve the following:

1. To work at all times within relevant legislation as well as structures, policies and procedures.
2. To work co-operatively with other Union staff and officers, as well as relevant external organisations.
3. To adhere to the highest standards, especially of customer service and safety.
4. To seek to continually develop and improve our facilities and services.
5. To undertake necessary training and to attend all meetings as requested.
6. To promote a positive and professional image of the Union to its members, customers, stakeholders and other external people.
7. To positively contribute to the organisations ethical & environmental ethos.

8. To perform any other additional reasonable duties as deemed appropriate.

The above responsibilities are detailed for guidance only. The Union is a dynamic organisation, responsive to the needs of our members. Other tasks will need to be undertaken in order to discharge the responsibilities of the post. Any permanent changes will be incorporated into the job description by agreement.

Staff are required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide.

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's, Elections and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Union by displaying standards of service integrity, punctuality, politeness, and professionalism.

This list is not exhaustive and is a general indication - the role holder will be expected to complete any reasonable task requested of them.

PERSON SPECIFICATION FOR PART TIME STUDENT VENUE CATERING ASSISTANT

CRITERIA	Requirement	Application	Interview Day
REQUIREMENTS:			
Studying at Derby University	Essential	✓	
Be available for an immediate start following a successful interview	Essential	✓	✓
Be available to work all hours form early mornings to late nights	Essential	✓	✓
EXPERIENCE:			✓
Of working in a catering team	Desirable	✓	✓
Of giving excellent levels of customer service	Desirable	✓	✓
Of working effectively in a team and using own initiative	Desirable	✓	✓
ATTRIBUTES/SKILLS:			✓
Excellent interpersonal and communication skills at all levels over complex issues (written and oral)	Essential	✓	✓
Able to create and maintain good working relationships with our members, staff and promoters	Essential	✓	✓

Ability to work in a fast paced environment	Essential	✓	✓
Able to overcome problems in a constructive manner	Essential	✓	✓
Excellent timekeeping	Essential	✓	✓
Presentable at all times	Essential	✓	✓
Knowledge of food hygiene	Desirable	✓	✓
VALUES AND ETHICS			
Desire to work within a democratic and student led environment	Essential	✓	✓
Understanding and commitment to equal opportunities	Essential	✓	✓
Desire to work within an organisation which serves a culturally diverse membership	Essential	✓	✓
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential		✓