JOB DESCRIPTION

Vacancy reference:	SRF 36337
Post Title:	Restaurant Assistant
Grade:	Grade 1
School/Department:	Campus Commerce - Catering
Reports to:	Restaurant Manager
Responsible for:	N/A

Purpose

To work as part of a professional service team to produce a high-quality service in the Restaurants located at the Greenlands campus (3). The Catering team provides breakfast, lunch and dinner seven days a week for clients, and a lunch service to staff Monday to Friday.

Main duties and responsibilities

- Preparing Restaurants by arranging tables and chairs as required and laying up tables and serving areas
- Replenishing buffet and serving areas with fresh food from the kitchen as required
- Ensuring tables are kept replenished with new cutlery, water, etc.
- Providing table service from the buffet when required
- Assisting with service at special events, e.g. weddings, as required
- Ensuring tables are kept clear of dirty crockery etc. throughout service
- Assisting with clearing and cleaning of buffet areas at the end of mealtimes
- Ensuring buffet and serving areas are replenished as required
- Replenishing coffee and other supplies to common rooms throughout the day as instructed
- Maintain a safe and secure working environment that complies with current health and safety legislation
- An awareness of regulations and legislation concerning:
- Fire procedures
- Procedures on discovery of suspicious item or package
- Accident procedures
- C.O.S.H.H.
- Working Closely with Kitchen & Bar Team

Supervision received

Reports directly to the Restaurant Manager or Restaurant Supervisors in the Manager's absence. The Manager will supply direct line supervision.

Contact

Internal and External Clients.

Terms and conditions

The hours of work are 36 per week worked on a rota basis. Over time available if and when needed.

Two days off. Uniform is provided. Employees are expected to comply with current Health and Safety legislation and the University's policies and procedures.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 12/05/2016

PERSON SPECIFICATION

Job Title	School/Department
Restaurant Assistant	**Campus Commerce - Catering**

Criteria	Essential	Desirable
Skills Required	• Good timekeeping • Must be able to read menus and other written instructions in English • At least a basic level of spoken English in order to communicate within the team and with customers • Using EPOS system or any payment system.	• Basic level of customer and Restaurant service skills
Knowledge	• Understanding of Food Hygiene methods	• Basic knowledge of food service techniques
Relevant Experience	• Experience in a customer service environment	
Disposition	• Flexible approach to work, including willingness to change shift pattern as required • Able to work well within a team • Self –motivated, with a desire to learn and progress • Reliability	

Completed by Paul Rodrigues	Date: 01/08/2021