

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF23740 - R
<b>Post Title:</b>	Catering Assistant
<b>Grade:</b>	Grade 1
<b>School/Department:</b>	Estates & Facilities – Catering Department, Greenlands
<b>Reports to:</b>	Conference & Catering Manager and Head Chef Lee Springett

## Purpose

To work as part of a professional Catering team to produce a high quality service to Henley Business School clients and visitors.

The Catering team provides breakfast, lunch and dinner seven days per week for varying numbers of staff and clients.

Clients Travel across the world to study MBA & Executive Programmes, We are home to some 5,000 programme members & students, we are also proud of our ever growing alumni network.

We also let rooms to other organisations and individuals for conferences, weddings, etc. There are also 300 employees on site for whom lunch is provided on a daily basis. (Monday – Friday)

## Main duties and responsibilities

- Prepare and cook fresh baguettes, sandwiches, Paninis, salads and other produce for clients, visitors and Special functions
- Assist with last minute requests under the direction of the Head Chef and/or Sous Chef.
- Flexible working to meet peaks in demand as required, including out of hours working.
- Work without supervision, on occasions, to produce client meals to meet high standards.
- Receive deliveries of goods and assist with the storage of goods under the guidance of Head Chef and/or Sous Chef.
- To work and develop effective working relationships.
- To ensure customer satisfaction and deal with individual customer feedback.
- Ensure kitchen hygiene standards are maintained at all times to the levels required by the Head Chef in line with Environmental Health Office regulations.
- Follow all HACPP and Food Hygiene procedures and ensure that all relevant Kelsius System is completed in line with company policy.
- To take reasonable care for your own health and safety and that of persons who may be affected by your acts or omissions at work. You are required to consult your immediate manager on precautions and procedures relevant to your activities. You must comply with local rules, safe working procedures and emergency arrangements and must not interfere with or misuse anything provided in the interests of health, safety or welfare.
- Follow all regulations and legislation including fire procedures.

**Supervision received**

This post will be responsible on a day to day basis to the Head Chef or his sous chefs.

**Terms and conditions**

The hours of work are 22.5 per week worked on a rota basis. Protective clothing and footwear will be provided and this must be worn at all time to ensure employee safety. 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.

Some weekend working may be necessary.

**Date assessed: 11/06/18**

# PERSON SPECIFICATION

Job Title		School/Department
Catering Assistant / Commis Chef		Catering, Hotel and Conference Services
Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Good timekeeping</li> <li>• Able to work well under pressure</li> <li>• Ability to run the service under pressure</li> <li>• Good communication skills at least a basic level of spoken English in order to communicate effectively within the team and with customers.</li> <li>• Must be able to read menus and other written instructions in English</li> </ul>	
<b>Attainment</b>		<ul style="list-style-type: none"> <li>• Food Hygiene Certificate.</li> <li>• Any food based qualifications</li> <li>• NVQ Level 2 training</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Food Hygiene methods</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience in customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Any experience of work in a food preparation outlet would be beneficial</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to cope with varying workloads whilst remaining calm and focused</li> <li>• Flexible approach to work, including willingness to change shift pattern as required</li> <li>• Able to work well within a team</li> <li>• Self-motivated, with a desire to learn and progress</li> <li>• Reliability</li> <li>• Able to work unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving attitude and skills</li> </ul>
<b>Completed by: Paul Rodrigues</b>		<b>Date: 11/06/18</b>