

## Candidate Information

**Position:** Kitchen Assistant  
**School/Department:** Student and Campus Life  
**Reference:** 23/110972  
**Closing Date:** Monday 5 June 2023  
**Salary:** £21,134 - £21,400 per annum  
**Anticipated Interview Date:** Friday 16 June 2023

### JOB PURPOSE:

To be part of a team to ensure cleanliness of kitchen and equipment along with basic food preparation duties.

### MAJOR DUTIES:

1. Clean specified internal and external areas using appropriate cleaning techniques, materials, equipment as per recommended cleaning procedures. Use protective clothing as and when required.
2. Assist in the simple preparation of food; under direct supervision ensuring food safety standards are met.
3. Carry out kitchen portering duties and operate and maintain basic kitchen equipment.
4. Receive goods and store under direction and ensure store is kept secure, clean, tidy and safe.
5. Empty and clean rubbish bins as necessary and keep refuse areas clean and free from any rubbish.
6. Comply with procedures including those governing Health and Safety, Food Hygiene (Hazard Analysis Critical Control Point - HACCP), Allergen awareness, welfare, fire regulations, and ensure emergency procedures are adhered to.
7. Use appropriate cleaning materials and equipment in accordance with Health and Safety Procedures, e.g. the use of 'cleaning awareness signs'. Clean equipment and consumables on a regular basis and store correctly after use.
8. Help support and promote Sustainability across Campus Food and Drink as it contributes to the University's Carbon Management Plan.
9. Have an awareness of and put into practice the Core Values for University staff and support Campus Food and Drink to help deliver the strategic aims of the University.
10. As the business requires work flexibly in kitchens across campus.
11. Carry out any other duties which are relevant to the post as may be reasonably requested by the Head Chef / Manager.

### ESSENTIAL CRITERIA:

1. Must have at least 1 years' experience assisting chefs with food preparation
2. Good verbal and written communication in English.
3. Must be able to work day time, evenings and weekend.
4. Understanding of relevant Health and Safety requirements and knowledge of correct use of chemicals in line with University procedures.
5. Capable of following oral and written instructions.
6. Able to work on own initiative and work as part of a team.