



**UNIVERSITY OF LINCOLN STUDENTS' UNION  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Team Members (Kitchen)	<b>DEPARTMENT:</b> Commercial Services
<b>LOCATION:</b> Engine Shed and Tower Bars	<b>REPORTS TO:</b> Executive Chef
<b>SALARY:</b> As of 1 <sup>st</sup> April 2020 Aged 25+: £8.72 plus holiday allowance Aged 21-24: £8.20 plus holiday allowance Aged 18-20: £6.50 plus holiday allowance Zero hour, fixed term contract	<b>DATE:</b> March 2020

<b>Context</b>	<p>The Students' Union is an independent body affiliated to the National Union of Students and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community.</p> <p>Student leaders are elected by the student body, and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
<b>Job Purpose</b>	To assist the kitchen Tower Bars team in the preparation and cooking of food within safety guidelines. Tasks will include cooking, preparation, cleaning and maintaining accurate records.

**KEY RESPONSIBILITIES**

<i>Key Responsibility 1</i>
<p><b>Food preparation</b></p> <p>Safely cook meals by following set procedures and monitoring critical temperature and control points within the Tower Bars kitchen.</p> <p>Consistently present food to the agreed standard.</p> <p>Prepare food by following the preparation schedule, ensuring good storage conditions and stock rotation.</p> <p>Prepare a variety of food items for cooking in ovens, grills, fryers and a variety of other kitchen equipment.</p> <p>Prepare the kitchen for preparation and service of meals ensuring that all utensils and equipment are in place ready for service operation times. Assist in keeping wastage to a minimum by the correct portion control</p> <p>Maintain personal knowledge by completing in-house training and attending courses.</p> <p>Always adhere to all company policies and procedures including Health and Safety and food safety legislation.</p> <p>Be involved and contribute at team meetings.</p>



Carry out instructions given by the management team.

***Key Responsibility 2***

**General Duties**

Adhere to all company standards of uniform.

Complete all appropriate company documentation and key tasks on every shift.

Always adhere to all company policies and procedures.

**In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

**ADDITIONAL INFORMATION**

<b>Scope and Dimensions of The Role</b>	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.</p> <p>Promote a positive image of the University of Lincoln Students' Union at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection Legislation.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Legislation.</p> <p>To undertake such other additional duties as may be required from time to time, within the overall scope of the appointment as directed by the Senior Management Team or Duty Manager</p>
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<b>Key Working Relationships</b>	<p>Executive Chef</p> <p>Tower Bar Chef</p> <p>Commercial Services Management Team</p> <p>Students' Union SMT</p> <p>Executive Officers</p> <p>Students' Union Staff Team</p>
<b>External Contacts</b>	<p>Suppliers</p> <p>General Public</p> <p>University Staff</p>



<b>Author</b>	G Shields	<b>Date Published</b>	March 2020
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**UNIVERSITY OF LINCOLN STUDENTS' UNION  
PERSON SPECIFICATION**

**Job Title:**

<i>Selection Criteria</i>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A), Interview (I), Presentation (P); References (R)</b>
<b>Qualifications:</b> Completing a degree or higher at the University of Lincoln Food Hygiene Training	E D	A / I A / I
<b>Experience:</b> Experience of food handling. Experience of food preparation and service. Experience of working within a bar environment. Experience of working within a busy environment. An understanding of the particularities of working within a democratic organisation.	E E D E D	A / I A / I A / I A / I A / I
<b>Skills and Knowledge:</b> A creative interest in food and cookery Communication Skills High standards of cleanliness and hygiene Able to manage own workload, time and priorities	E E E E	A / I A / I A / I A / I
<b>Competencies &amp; Personal Attributes:</b> Commitment to the delivery of high standards of service. Able to work as part of a team and under own initiative Understands the importance of presentation Ability to multi-task Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others.	E E E E E E	A / I A / I A / I A / I A / I A / I
<b>Business Requirements:</b> Will be required to work the occasional evenings and weekends Must be a student at the University of Lincoln 2019/20	E E	A/I A

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.