



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

JOB TITLE: Team Members (Kitchen)	DEPARTMENT: Commercial Services
LOCATION: Engine Shed and Tower Bars	REPORTS TO: Executive Chef
SALARY: Aged 25+: £8.21 plus holiday allowance Aged 21-24: £7.70 plus holiday allowance Aged 18-20: £6.50 plus holiday allowance Zero hour, fixed term contract	DATE: April 2019

Context	<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>
Job Purpose	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>	
Food preparation	<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

Scope and Dimensions of The Role	<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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Key Working Relationships	<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>
External Contacts	<p>Suppliers</p> <p>General Public</p> <p>University Staff</p>



Author	G Shields	Date Published	April 2019
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title:

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Completing a degree or higher at the University of Lincoln Food Hygiene Training	E D	A / I A / I
Experience: 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
Skills and Knowledge: 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
Competencies & Personal Attributes: 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
Business Requirements: 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.