



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

JOB TITLE: Team Members (Kitchen – The Swan)	DEPARTMENT: The Swan
LOCATION: The Swan (Kitchen)	REPORTS TO: The Swan Bar Manager
SALARY: Aged 25+: £7.50 per hour plus holiday Aged 21-24: £7.05 per hour plus holiday Aged 18-20: £6.50 per hour plus holiday Zero hour, fixed term contract	DATE: February 2017

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>As part of the Union, The Swan aims to support that experience by providing a safe social environment, focused around its members and their guests.</p>
Job Purpose	<p>To cook and prepare food within safety guidelines. Full training will be given to allow you to work independently in the kitchen, or as part of a two-person team during busy periods. Tasks will include cooking, preparation, cleaning and maintaining accurate records. Applicants should be:</p> <ul style="list-style-type: none"> • Organised with the ability to multi-task • Accurate at following procedures • Consistent at producing well presented food • Motivated to clean and maintain a safe environment • Flexible to work around the needs of the business

KEY RESPONSIBILITIES

Key Responsibility 1
<p>Safe Food Preparation</p> <p>Safely cook meals by following set procedures and monitoring critical temperature and control points.</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>Maintain accurate records.</p>

Key Responsibility 2

Maintain Standards

Work with other staff to maintain high standards of cleanliness and complete cleaning schedules.

Follow opening and closing procedures to allow the kitchen to operate efficiently.

Work with management to reduce wastage.

Ensure good personal hygiene is maintained.

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 Act 1998.</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 Act 1998.</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>Students Clubs and Societies The Swan Management Team Students' Union Senior Management Team Students' Union Staff Team</p>
External Contacts	<p>General Public University Staff</p>

Author	M Graham	Date Published	February 2017
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Team Members (Kitchen – The Swan)

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Working towards a degree or higher qualification at the University of Lincoln	E	A
Food Hygiene Training	D	A
Experience: Previous cooking experience	D	A / I
Previous Kitchen Assistant experience	D	A / I
Previous food handling experience	D	A / I
Skills and Knowledge: Ability to learn new processes and procedures quickly	E	A / I
Knowledge of food production methods	E	A / I
Understanding of hygiene practice	E	A / I
Competencies & Personal Attributes: Able to work within a busy environment	E	A / I
Able to work as part of a team and under own initiative	E	A / I
Understands the importance of presentation	E	A / I
Ability to multi-task	E	A / I
Business Requirements: A flexible approach to work	E	A / I
University of Lincoln Student during 2017/18 academic year	E	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.