

Job Summary

Job Title	Catering Assistant
Location	Delicious/Chi – Charles Wilson Building
Salary	£7.83 Per Hour
Hours	Maximum 15, must commit to at least 2 shifts per week
Reports To	Outlet Team Leader
Reference	100007

Principle Responsibilities

- Deliver excellent customer service by engaging with and responding to customer's needs.
- Demonstrate a complete understanding of menu items and explain them to customers accurately.
- Prepare food neatly and in a timely manner.
- Understand and adhere to proper food handling, safety and sanitation standards.
- Report all incidents, unfit food, customer complaints/comments, breakages, loss or theft to the Outlet Team Leader.
- Maintain a clean and sanitary work area in accordance with Health Department Regulations.
- Effectively operate the EPOS till system.
- Contribute to 'outlet goals' for increasing sales and improving profits.
- Identify quality and service improvements and ensure these are integrated into future activities.
- Follow operational policies and procedures, including cash handling, security and health and safety.
- To perform any other reasonable task as determined by the Outlet Team Leader.

Qualification, Knowledge and Experience

- Previous relevant work experience would be desirable but not essential.

Skills, Abilities and Competencies

- Work well under pressure during busy periods
- Good level of communication
- Flexible
- Work as part of a team

The deadline to apply is **Fri 28 September 2018**

If you believe you are the right person for the role, please send your CV and a cover letter to Elke Pickard eep7@leicester.ac.uk. You must quote the reference number (above) in your cover letter.