

## Catering Assistant



### Role Description

#### GRADE

Grade 2

#### LOCATION

Sighthill, Merchiston,  
Craiglockhart Edinburgh

#### LINE MANAGER

Campus Catering  
Supervisor

#### Role Summary

The role of Catering Assistant is a customer facing role in the delivery of a high calibre and effective catering service to students, staff and visitors to Edinburgh Napier University.

Catering Assistants must provide excellent levels of customer care whilst ensuring all statutory obligations with regard to food safety are adhered to. In addition to the service of meals snacks and refreshments to customers, Catering Assistants must operate a till where required and assist in the set-up, service and clearing of functions.

#### Line Management Responsibility for:

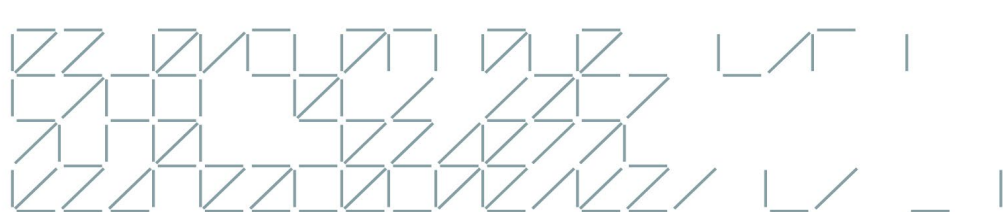
This role does not have any line management responsibilities currently.

## Main Duties and Responsibilities

- Customer focused and efficient service of meals and snacks for students, staff and external visitors, as required. Also set up, service and clearing of external functions such as weddings, conferences and corporate events.
- To ensure cleanliness of all working surfaces throughout the working day, and at the end of the day's activities ensure areas are clean and tidy and all refuse removed.
- Ensuring compliance and implementation of all statutory regulations.
- Cash handling, till operation and responsibility of monies along with security of food stocks and kitchen equipment.
- Training to elementary level will be expected in food hygiene, manual handling, COSHH and any other areas relevant to the post.
- To ensure the safe operation of all equipment, also the hygienic cleaning of the same.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

|  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| <b>Education / Qualifications</b>  |           |           |
| • Educated to Standard Grade level (or equivalent) or extensive relevant experience. | ✓         |           |
| • Elementary Food Hygiene Certificate  |           | ✓         |
| • COSHH training   |           | ✓         |
| • Manual handling training   |           | ✓         |
| <b>Skills / Experience</b>   |           |           |
| • Catering and food service experience in a busy catering environment                | ✓         |           |
| • Cash handling experience   | ✓         |           |
| • Catering experience in a volume private or public sector organisation              | ✓         |           |
| • Excellent communication skills   | ✓         |           |



|  |   |   |
|--|---|---|
| • High levels of personal hygiene  | ✓ |   |
| • Ability to work on own initiative with indirect supervision and support as well as in a team situation | ✓ |   |
| • Ability to contribute as part of a team  | ✓ |   |
| • Demonstrable customer service skills   | ✓ |   |
| • Flexible approach to working hours to cover holidays, absence and events                               | ✓ |   |
| • Barista training   |   | ✓ |