Job Description

Job Title: Buttery Assistant

Reports to: Cafeteria Supervisor

Hours of work: Shift system of a total of 37.5 hours per week.

Purpose of the job: To support the Front of House Manager, Head Chef and Catering Manager in helping to achieve the highest standard of customer service and cleanliness of the Cafeteria and kitchens.

Daily operation of the plate washing and glass washing machines and general cleaning duties of the buttery area.

Key Responsibilities:

1. Ensure that a professional and friendly service is provided to all Students, Fellows, Staff and external customers.
2. Ensure the Cafeteria is ready for service at the allocated times.
3. Ensure that any foods with Allergens are highlighted.
4. Ensure that a high level of hygiene is maintained in the Cafeteria at all times and correct cleaning schedules are carried out.
5. Prepare and load the dishwashing machine with plates, glasses, service items and cutlery. Operate, unload and stack items in a safe manner after each completed cycle. Operate the pot wash machine when and as required. Use appropriate cleaners and maintain the washing machine in a serviceable state.
6. Ensure that all washed glassware and crockery is stored within the correct areas.
7. Ensure that any broken items are reported and disposed of in a careful and safe manner.
8. Empty and dispose of waste food bins and kitchen rubbish at the end of each shift and ensure that a high level of hygiene is maintained in the kitchen at all times.
9. Liaise with dining hall staff to ensure the safe and continuous smooth running of the catering service.
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11. Adhere to COSHH regulations when using chemicals as issued.
12. Ensure that a clean laundered uniform is worn at all times.
13. Undertake other related duties that may be requested by management due to the nature and character of the post.
14. Adhere to the personal hygiene standards issued by the Catering Manager.