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**Catering Assistant**

**Accountable to: LSE Bar and Catering Manager**

**Responsible for: Food production and serving**

**Hours: 37 hours**

**Location: LSESU**

**Salary: £19,369.60 per annum**

**JOB PURPOSE**

* To make and serve food and beverages from 1st Floor café , 6th Floor café and daily grind
* To maintain the operation of the 1st Floor café , 6th Floor café and daily grind

**KEY RESPONSIBILITIES**

Beverage production and serving

* Ensure high levels of cleanliness and hygiene in all areas of the premises.
* Undertake all food and drink preparation for 1st Floor café , 6th Floor café and daily grind
* Ensure that all foodstuffs are handled appropriately and stored at the required levels
* Undertake when required the preparation and setting up of buffets and other conference food, and remain available and attentive during the service period.
* Undertake when required the preparation, serving and clearing of teas & coffees to conference clients, punctually and with the least disturbance possible.
* Act as cashier and be responsible for cash in the appropriate till, adhering to the Students’ Union’s financial procedures.
* Serve customers in accordance with the Students’ Union’s Customer Care guidelines.
* Adhere to all Health and Safety and Food Safety regulations a
* To assist in other duties as may be requested by a senior member of the resources management team.
* To provide excellent customer service at all times

Operational development

* Operational running and service of the coffee cart such as ordering of coffee beans
* Collect customer feedback to improve service delivery

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff
* Any other tasks that would be deemed suitable within this role as directed by line manager