



Job descriptions and person specifications

Job title:	* Cafeteria Worker
Hours (pw):	* Up to 30 hours/week
Duration (pm):	* up to 6 months
Actual days and Hours to be worked:	* 8:00- - 15:00
Employment sector :	* Food / Drink Manufacturing
Expected start date:	* 01-April-2015
Location:	* Leicester Business Centre, Malabar Road, St Mathews
Salary details:	* Minimum wage

Description of vacancy *

To assist with a variety of cooking, baking, preparing and serving of food items for general consumption by students and offices /business personnel and to maintain facilities and equipment in safe and sanitary condition.

Job description *

- Under supervision, performs the more routine duties involved in the preparation and serving of food and in the cleaning of kitchen equipment and facilities. May assume additional duties in the absence of the manager.
- This is the entry and general helper level in the community cafe in office and business setting. Employees in this class receive on-the-job training in the basics of food preparation and cafeteria operation.
- Nature of work requires sustained moderate physical effort, operation of standard food service equipment, and continuous standing. The work is performed under the supervision of a cafeteria manager or other cafeteria employee. Assists in the preparation of a variety of main dishes and accompanying menu; items including sauces, soups, meats, vegetables, and fruits.
- Prepares or assists in the preparation of food items for on-site serving including sandwiches, salads, vegetables, fruits, and other side dishes. Maintains assigned work areas and serving counters in a clean, neat, orderly and sanitary condition, and disposes garbage Must have knowledge or willing to learn of point-of sale software or Till sales and collect money, accurately make change and count money. Reconciles transactions to balance accounts, Able Maintain accounts, contact Nutrition Office or manager and notify if negative balances of goods to be ordered. Performs other duties similar to/the above in scope and function as required.

Skills required *

- Some knowledge of food preparation.
- Ability to follow food sanitation procedures.
- Ability to learn prescribed food preparation methods and community and office cafeteria operations.
- Ability to retrieve necessary menu items and recipe ingredients. Ability to comprehend and follow instructions. Ability to communicate with customers.
- Basic human relations skills needed to work cooperatively in close proximity with others under constant deadlines.
- Completion of the ninth grade required. High School or GED diploma preferred.
- Experience with food preparation techniques and safety procedures.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Training and other support *

- Willing to attend to personal development training and sector related skills training.
- Able to learn new things and work based training under supervised environment.
- The candidate will be offered a periodical class room training and will be sent to attend a training that will happen outside of the work place, but will be supported with training cost where possible will be sent to our partner colleges which offers that training such as Leicester College.
- Transport and other cost will be covered.

Progression routes *

- The candidate will be offered a permanent job after the Step up period and during that time will be skilled up such a way that he/she will be able to develop a knowledge and skill that last rest of his/her life and can work with elsewhere in any time.
- He/ She will be working in community and offices setting environment that gives extra skills in working in diverse work environments.

How to apply:**Closing date for applications 24 March 2015**

Please include CV with National Insurance Number and DOB and covering letter to explain why you feel you are most suitable for the role.

Please note that your covering letter must include the following statement for your application to be considered:

By submitting my covering letter in respect of the post applied for, I confirm my details can be shared with Leicester City Council and the Department of Work and Pensions in respect of the Step-Up programme.

Covering letter to be forwarded to: eavauk@hotmail.co.uk

Via post to:

10-12 Britannia Street,
Leicester,
LE1 3LE