



Job Title:	Catering Assistant
Unit/School:	Catering and Hospitality
Grade:	1A/B
HERA:	FE17

Core purpose of role

This is a great opportunity to work alongside a friendly team delivering excellent customer service.

Helping to prepare and serve our menus ensuring all areas are kept clean and tidy.

You don't need experience just the willingness to learn and have the ability to work in a customer focussed fast paced environment.

Key responsibilities and contributions

- To maintain a high standard of customer service at all times.
- To adhere to current legislation and department standards relating to Health, Safety and Food Hygiene, including the HACCAP system, temperature recording and due diligence.
- To adhere to departmental standards in each Catering Unit, covering service at counters or tables and till operation.
- To assist in the preparation and delivery of hospitality as appropriate.
- Maintain quality standards in relation to portion control and presentation of all items. To adhere to stock control methods and correct merchandising & pricing.
- To undertake basic food preparation and cooking as required in each unit.
- To be able to open and close units as required.
- To undertake cleaning duties, including the use of the dishwasher as defined in each Catering Unit.
- To work within any Catering Unit as required.
- To undertake training and development as and when required.
- Any other such reasonable duties, which are required for the effective performance of activities within the department.



Person specification

Essential experience, knowledge and skills

- Basic numeracy & literacy skills.
- Ability to work within a team.
- Clear communication skills.
- Willingness to undertake Food Safety training.
- Ability to work flexibly including evenings and weekends.

Desirable

- Basic food hygiene certificate.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				



Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.