**Student Staff Job Description**

**Job Title:** Waki Maki Catering Assistant

**Responsible to:** Kitchen Manager

**Outline of Post:** Role includes working as part of a team in the Waki Maki outlet, preparing food, ingredients and products and contributing to the smooth running of the outlet.

**Hours:** Up to 16 hours per week

**Duties and Responsibilities:**

1. To welcome and serve customers showing high standards of customer care at all times, providing a helpful and friendly service in order to maximise sales.
2. Prepare and serve food to Waki Maki specifications, ensuring Health & Safety and hygiene procedures are adhered to.
3. To follow all working procedures including cooking and serving procedures, allergens, health and safety and food hygiene, along with any other relevant procedures.

1. To actively maintain cleanliness and hygiene of the outlet at all times.
2. To open and close the outlet in line with procedures.
3. To accurately process customer payments following EPOS/Guild procedures.
4. To observe Guild Health & Safety procedures reporting any potential hazards, faults or problems to the Senior Assistant or management.
5. To observe and work within food regulations and all Guild employment policies.
6. Undertake relevant training and development as required, including Food Hygiene training and Health and Safety awareness.
7. Any other duties and responsibilities that go with the nature of the role as required.

# Person Specification

###### The person specification describes the knowledge, experience & abilities that the Guild is looking for in the student staff we employ. To be successful, during the selection process (application form & interview) you should demonstrate:

* Ability to provide high standard of customer care at all times, providing a helpful and friendly service in order to maximise the customer experience
* Strong communication skills
* Flexible, committed and punctual
* Able to balance academic work with your responsibility to the Guild as your employer throughout the academic year
* Able to stay calm and friendly under pressure in a busy environment
* Keen to contribute to the success of Guild events