



Nottingham Trent
University

Serving up a career in catering.

Doing things differently.

At Nottingham Trent University, our retail catering team and hospitality service serves over 3,000 customers daily, over 3 campuses.

Our working hours.

We operate over 3 campuses, 7 days a week so a flexible approach to working hours, and location, is essential. You may need to cover evenings and weekends, and your working pattern will vary to meet the needs of the business.

We offer a range of different working patterns, including term-time only. Tell us in your application and at interview, what type of hours and patterns you're looking to work.

Below are examples of working hours we've advertised for recently;

- 37 hours over 52 weeks per year (working flexibly over 7 days)
- 37 hours over 30 weeks per year (working flexibly over 7 days)
- 37 hours over 30 weeks per year (8.30am – 4.30pm)
- 10 hours over 30 weeks per year (weekends only)
- 20 hours over 52 weeks per year (9.30am – 1.30pm or 1.30pm – 5.30pm)
- 20 hours over 30 weeks per year (11.00am – 3.00pm)

What we offer.

Salary: £19,679 pro rata (£10.20 per hour)

- Full training, induction and uniform provided.
- Generous annual leave package of 25 days per year plus statutory bank holidays *and* an additional 5 University closure days (pro rata).
- Excellent Pension Scheme.
- Voluntary benefits such as travel season tickets.
- Gym membership for colleagues and their family members.
- And a whole lot more...

Want to know more?

You can find out more information about working at NTU by visiting our website at <https://www.ntu.ac.uk/jobs/working-at-ntu>.

Hospitality Host.

We provide a varied catering provision to both colleagues and external clients. We pride ourselves on delivering high quality customer service across the University.

You'll be an enthusiastic individual who is well presented and committed to providing exceptional customer service. You'll be organised and self-motivated with the ability to communicate with colleagues and clients. Ideally, you'll have experience working in a fast-paced hospitality operation or a conference and banqueting environment but it's not essential. Full training will be provided.

Typical Daily Duties

- Provide a professional approach and service to our University Executive Team, staff and guests of the university and delegates, maintaining confidentiality at all times.
- Serve food and drink, laying/waiting tables, clearing away of service and dining areas to meet with departmental standards and health, safety and hygiene legislation.
- Clean Hospitality areas to ensure that they are kept in a clean and hygienic condition.
- Wash pots, pans, cutlery and crockery - manually and operating dishwashers.
- Sweep and mop kitchen and servery floor areas.
- Basic food preparation and light cooking.
- Complete all relevant documentation for hospitality purposes, to include getting goods from store.
- Assist management with stock taking duties/activities.
- Empty waste bins, including removal of light rubbish.
- Assist management with compiling orders to supplier and receiving the stock.
- Movement of goods between service outlets, including the completion of relevant documentation, using University vehicle where applicable.
- Key holding as required and securing of the areas as applicable
- Ensure compliance with Food Hygiene, COSHH and other relevant legislation including current University policies.
- Responsible for participating in various duties designed to limit and reduce the environmental impacts of Catering Services.

Catering Assistant.

We offer a range of modern food and beverage concepts, that include Barista style cafes, 'Deli bars', 'Grab and Go' products and a variety of themed hot dishes.

You'll be a friendly, approachable person who strives to deliver fantastic customer service. Ideally, you'll have experience of working in a fast paced, customer facing, retail environment but it's not essential. Full training will be provided.

Typical Daily Duties

- Serve a variety of food products, promote sales and respond to customer requirements/queries to departmental standards, clearing away points and dining areas.
- Operate the cash register, including receiving cash and card sales from students and staff in sales area.
- Responsible for the cashing up of takings and fill in 'paying in' book and submission of cash to Security Company or designated safe in line with departmental procedures.
- Responsible for the identification and routine requisitioning of confectionery, food and disposable products from stores and external supplies. Accepting and signing receipt on delivery to sales area. Monitor and count stock items within specified areas.
- Basic preparation and cooking of food and light snacks.
- Cleaning of kitchen and dining room areas to ensure that they are kept in a clean and hygienic condition, as per the unit-cleaning schedule.
- Adhere to Health & Safety at Work Regulations, Catering Services Policy and Procedures Manual.
- Keyholding, as required and securing of the areas as applicable.
- Responding to problems relating to vending machines.
- Occasional movement of light goods within University Buildings
- Delivery and service of hospitality provision across the facility.
- Washing of pots, pans, cutlery, including operation of dishwashers.
- Sweeping and mopping of kitchen, servery floor and other related areas. Emptying of waste bins, removal of light rubbish.
- Responsible for participating in various duties designed to limit and reduce the environmental impacts of Catering Services.