

Student Kitchen Assistant (Casual)

Applicant Information, Job Description and Person Specification

**Summary**

Aston Students’ Union (SU) is a membership organisation for students studying at Aston University. The SU is led by elected student officers supported by a staff team. It is an independent charity and company that exists to impact positively on the life of Aston University students. The SU provides a range of services to enhance the student experience, including advice and support, student representation framework, over 100 clubs and societies, accommodation advice, annual events and much more.

**Job Summary**

We are looking for people to join our SU kitchen team and help us create our tasty meals. We are looking to hire students who are enthusiastic and passionate about food, with a desire to learn and work in a fun, fast paced bar kitchen environment. Your role will be to work within the kitchen cooking, prepping and completing all day to day kitchen tasks.

**Principle Purpose of Job:** To support the Union’s Kitchen in the day-to-day operations, ensure a high standards of food preparation, cleanliness and customer service are always maintained.

**Work Location:** Aston University Campus:Aston Students’ Union, B4 7BX

# **Responsible to:** Catering Manager

# **Equality, Diversity and Inclusivity**

**Aston Students’ Union is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on Race, Age, Disability, Sex, Sexual Orientation, Gender Reassignment, Religion or belief, Marriage and Civil Partnership or Pregnancy and maternity or any other protected characteristic. If you require any reasonable adjustments to assist you in the application or interview process, please get in touch to discuss your needs.**

**Main Duties and Responsibilities:**

1. Prepare, cook and present food to our specifications
2. Keep kitchen clean, tidy and hygienic at all times
3. Work safely around the kitchen and while using and kitchen equipment
4. Keep up to date with new products, menus and promotions
5. Ensure you are working to our health and safety policies and adhere to all company policies and procedures at all times

## General Responsibilities:

1. Ensure that equal opportunities, diversity, and data protection policies are adhered to in all activities.
2. To attend all training and supervision sessions when required.
3. Ensuring that day to day activities embrace sustainability and reduce the impact upon the environment.
4. Any other duties reasonably required by the Bar Manager or Senior Management team.

**Standards:**

1. The post holder will be expected to both professionally and personally, display a positive image of Aston SU.
2. The post holder will be expected to uphold the values of Aston SU and demonstrate high standards of professionalism, respect for others, integrity and accountability.
3. To actively demonstrate commitment to equality, diversity, and inclusion.
4. The post holder will be expected to abide by the Union’s various policies such as the Equality and Diversity policy and the Anti Bullying and Harassment policy at all times.

# **Person Specification**

**Essential:**

* Pride in delivering excellent customer service
* Good teamwork ethic
* Strong communication skills
* The ability to work under pressure in a fast-paced environment
* Organised multitasker
* Able to quickly and efficiently complete tasks set by your line manager
* Punctual, reliable and trustworthy
* Good standard of numeracy and literacy

**Desirable:**

* Previous experience of working in a faced pace kitchen would, of course be useful!
* Knowledge of working kitchen practices

**Applicant information**

**Eligibility**

This role is only available to current Aston students who will be available to work on campus immediately enrolled at Aston throughout 2024-2025

* Hourly rate**; £12.58 per hour plus holiday**
* Job type: **Part time, Casual Contract** -
* If you would like to clarify any information or have an informal chat about the role, please email s.hussain30@aston.ac.uk .
* To apply, please send a CV to our HR, Governance and Admin Coordinator, Shadab Hussain on s.hussain30@aston.ac.uk . The covering letter should detail how you meet the criteria required for the role.
* All applicants must have the right to work in the UK – you must provide proof of this right to work before starting a job.
* Application closing date: 12 noon Thursday, 31st July 2025
* Interview date: Tuesday 19th August 2025, Wednesday 20th August 2025, Thursday 21st August 2025 and Friday 22nd August 2025.