

► Kitchen Team Member (Multiple)

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| Department: | Social Enterprise |
| Reports to: | Licensed Trade Co-ordinator, Social Enterprise Manager |
| Pay band and salary range: | £12.21 per hour (plus holiday pay) |
| Working Pattern: | <p>Part-time between 6-18 hours per week.</p> <ul style="list-style-type: none"> • Shifts will be given the Wednesday the week before • flexibility is required and may include evenings and weekends • you will not be working most holidays, may be some one-off events • we will be flexible around your university work |

Role summary:

Are you a foodie who loves cooking and working in a fast-paced environment? Do you want to join a fun and exciting team that is passionate about delivering high-quality food to students and staff? If so, we have the perfect opportunity for you!

University of Lancashire Students' Union is looking for a Kitchen Team Member for Lampworks to join our dynamic team. As a Kitchen Team Member, you will work closely with our chefs and other team members to deliver delicious and healthy food to our customers.

In return, we offer a fun and exciting work environment and the opportunity to work with a friendly and supportive team. If you are passionate about food and looking for a new challenge, we want to hear from you!

| Key responsibilities |
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| Preparing food according to recipes and specifications |
| Ensuring that food is cooked to the highest standard |
| Maintaining a clean and hygienic kitchen environment |
| Assisting with stock control and ordering |
| Providing excellent customer service |
| Specific duties and activities |
| Preparing Food according to recipes and specifications <ul style="list-style-type: none"> • Work with Lampworks social enterprise team to produce high level food consistently. |

- To use these guides to collaborate with other departments for events that are organised. These events could be for the university, fellow University of Lancashire Student Union members, and even fellow students.
- By following the recipes and specifications, we will ensure that every team member is set up to succeed.

Ensuring food is cooked to the highest standard

- The specifications guides provided are to be followed to ensure all food leaving the kitchen is to a high standard
- Help follow the standards for food safety, hygiene and allergen policies.

Maintaining a clean and hygienic kitchen

- Take responsibility in the continued maintenance and hygiene standards of the kitchen.
- Ensure correct practices are followed to maintain Lampworks 5-star food hygiene rating.

Assisting with stock control and ordering

- Ensuring the correct procedure is followed to keep wastage low.

Providing excellent customer service

- By following the above duties, Lampworks will provide a food service to be proud of that keeps customer satisfaction as one of our main focuses
- Help with other duties as needed

Additional points

- You may sometimes be asked to work evenings or weekends, especially during Welcome, Elections or other major Union events

General to all staff

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff must always adopt and endorse the Unions Vision and Mission Statement and all supporting policies, across all aspects of the role.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff handbook.
- To abide by the Unions policies and procedures.
- To adhere to all health and safety legislation.
- To undertake any other task that is deemed reasonable within your skill set.

Person Specification

| Qualifications/Training | Essential | Desirable | Assessed |
|--|-----------|-----------|---------------------------|
| Current Student at the University of Lancashire | X | | Application |
| Knowledge & Experience | Essential | Desirable | Assessed |
| Basic Food Hygiene | | X | Application and Interview |
| Allergen Awareness | | X | Application and Interview |
| Previous experience in working in a food environment | | X | Application and Interview |
| Able to engage with fellow students in a way that feels friendly, relevant and authentic | X | | Application and Interview |
| Skills & Qualities | Essential | Desirable | Assessed |
| Clear and approachable communicator, with a focus on verbal communication | X | | Application and Interview |
| Being Passionate about food and cooking | X | | Interview |
| Well organized, able to juggle tasks, manage time effectively | X | | Application and Interview |
| Strong attention to detail, especially when preparing food for service to keep high-quality food leaving the kitchen | X | | Application and Interview |
| Willing to work well in a team | X | | Application |
| Willing to pick up new skills in areas especially when we run special menus | X | | Application and Interview |
| Have the ability to work in a fast-based enviroment | X | | Application and Interview |
| Values & Behaviours | Essential | Desirable | Assessed |
| Commitment to inclusive, emotionally intelligent leadership - leading with curiosity, care and a willingness to reflect. | X | | Application and Interview |
| Interest in understanding and improving the student experience | X | | Interview |
| Commitment to the creation of an environment that promotes equality of opportunity whilst recognising and valuing diversity | X | | Application and Interview |
| A flexible, positive, and solution-focused attitude | X | | Application and Interview |
| Commitment to working as a proactive member of a team | X | | Application and Interview |
| Displays and embodies the University of Lancashire Students' Union values of: | X | | Interview |
| <ul style="list-style-type: none"> • Acting with courage - Willingness to speak up on tough topics with care and respect, encouraging a culture of standing up for what's right. • Prioritising Joy: Embracing fun and light-hearted moments, creating a welcoming environment, and celebrating successes together. • Doing what we say we will: Clear and consistent follow-through on commitments, setting realistic goals, and proactively addressing challenges. • Curiosity not judgement: Approaching new ideas with curiosity, welcoming different perspectives, and being open to learning. • Staying Human: Communicating openly and honestly, respecting personal boundaries, and showing compassion during tough times. | | | |

If you have any questions before applying, so please email Kristie Staley, Licensed Trade Co-ordinator at: knstaley1@uclan.ac.uk

Application deadline: Friday 3rd October 2025

Interviews: Week commencing Monday 6th October 2025

To start in role Monday 13th October 2025

To apply: please submit your CV, a cover letter also stating which campus you are based at, and a completed Diversity Monitoring Form to sinformation@uclan.ac.uk prior to the deadline. Please remember to include both as a word document, otherwise we will not be able to continue with your application. The University Careers Team can support you with creating these.

In your cover letter, please tell us:

- Why you are interested in the role
- What you would bring to the SU (use the information above)
- What excites you about this role and how it would support your career aspirations

We're more interested in your ideas and enthusiasm than your grades or previous experience - so don't worry if your CV isn't perfect.

We're especially keen to hear from students from marginalised or underrepresented communities, including those who may not meet every single point in the job description. If the role interests you, we encourage you to apply.