



## **Part time Catering Assistant**

**UKRI – NERC – BGS**

**Keyworth, Nottingham**

**£15,415 per annum to £16,399 per annum, pro-rata (depending on qualifications and experience)**

**Part time – 9 hours per week. Working Thursday 10.00-14.30 and Friday 10.00- 14.30**

**Permanent Appointment**

### **About us**

The British Geological Survey (BGS) is an applied geoscience research centre that is housed in UK Research and Innovation (UKRI) and affiliated to the Natural Environment Research Council (NERC). It is a world leading geological survey that provides a core science mission to inform government of science related to the subsurface and its interfaces and also undertakes applied research for solutions to earth and environmental processes, both in the UK and globally. It is funded directly by UKRI as well as through research grants and via private sector contracts.

BGS has an annual budget of approximately £60 million and employs 650 people. It has two main sites, a head office in Keyworth near Nottingham and the Lyell Centre, which is a joint collaboration with Heriot Watt University in Edinburgh. BGS works with more than 150 private sector organisations as well as having close links with 40 universities and sponsors approximately 100 PhD students each year.

BGS is seeking to appoint a part time Catering Assistant at our headquarters in Keyworth in Nottingham.

### **About the role**

Duties will include preparing and delivering hospitality trays and buffets, food preparation, serving meals, cash handling and general kitchen cleaning / washing up duties. You will work flexibly within a small team, supporting all aspects of the work of this busy catering service.

### **About you**

With effective customer service skills, you must be able to prioritise and respond to customer needs within a rapidly changing environment. Basic numerical skills are required as is a willingness to use computers to access information etc.

### **What we offer**

Working 9 hours a week, the hours will be 10.00 until 14.30 on two days per week – Thursday and Friday, but you will also be expected to work occasional additional hours on an ad hoc basis (with notice) to support the needs of the service.

A generous benefits package is also offered, including a very competitive pension scheme, free on-site parking and 30 days annual leave plus bank holidays (pro-rata).

### **How to Apply**

For further information and an application form, please contact the HR Department on 0115 936 3369 or e-mail [bqspers@bgs.ac.uk](mailto:bqspers@bgs.ac.uk).

Closing date for receipt of applications is Sunday 28 October 2018.



UKRI values diversity and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. There is a guaranteed Interview scheme for suitable candidates with disabilities.

The British Geological Survey is an Investors in People organisation and has achieved Bronze status for Athena SWAN – a scheme that recognises an organisation’s commitment and progress in developing a diverse and inclusive workforce.

<b>Specific Skills Criteria</b>		
	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>No formal qualification required</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a catering environment</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Ability to work at a cash till and give appropriate change</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of food hygiene and health and safety</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Willingness to use computers for e-mail, self-service functionality and access to the intranet</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as a cashier</li> <li>Ability to use computers for e-mail, self-service functionality and accessing the intranet</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Ability to prioritise tasks effectively within a busy kitchen environment</li> <li>Flexible approach to duties and hours to support the needs of a changing service</li> <li>Effective customer service skills</li> <li>Friendly helpful demeanour</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a customer service environment</li> </ul>

