

Job Title:	Canteen Assistant
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Job Purpose:	<p>The Canteen Assistant supports the efficient operation of the canteen, helping to ensure a clean, welcoming, and well-organized service across the Eirgen Campus. Working closely with the Canteen Coordinator, this role assists with daily operations and replenishment of supplies and provides support for catering and on-site visitor requirements as needed.</p> <p>The Canteen Assistant also provides cover for the Canteen Coordinator during periods of leave to maintain continuity of service.</p> <p>Hours: 15 hours per week.</p> <p>Contract Type: One-year Fixed Term Contract.</p> <p>Location: Based at 507 but will also be required to support Westside as needed. (Must be flexible on location).</p>
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Responsibilities:	<p>Canteen Operations</p> <ul style="list-style-type: none"> • Maintain high standards of cleanliness and hygiene in the canteen at all times. • Support the smooth day-to-day running of the canteen, including replenishing cutlery, crockery, condiments, tea/coffee, and other supplies. • Assist with cleaning and upkeep of coffee machines in line with supplier recommendations. • Keep fridges, countertops, tables, and storage areas clean, tidy, and well maintained. <p>Catering & Event Support</p> <ul style="list-style-type: none"> • Support the Canteen Coordinator with catering orders for on-site visitors, meetings, and events. • Assist in setting up and clearing down catering for meetings and company events. <p>Sustainability</p> <ul style="list-style-type: none"> • Actively support Eirgen’s sustainability initiatives within the canteen. <p>Health & Safety</p> <ul style="list-style-type: none"> • Follow health and safety standards in all canteen operations. • Participate in fire warden or other safety-related duties as required, with appropriate training provided.
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Minimum Qualifications & Experience	Previous canteen, customer service and/or cleaning experience advantageous but not essential.
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Reports To:	Senior HR Business Partner
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Other Information	<p>Skills & Behavioural Competencies:</p> <ul style="list-style-type: none"> • Teamwork & Collaboration – Works effectively with the Canteen Coordinator and other colleagues to deliver smooth canteen operations. • Customer Service Orientation – Creates a welcoming, friendly, and professional service environment for employees and visitors. • Attention to Detail – Maintains high standards of cleanliness, hygiene, and presentation in all areas of the canteen. • Flexibility & Adaptability – Responds positively to changing needs, such as last-minute catering requests or cover requirements. • Reliability & Accountability – Demonstrates dependability in completing tasks and supporting the team. • Health & Safety Awareness – Follows safe working practices and supports a safe canteen environment. • Sustainability Mindset – Supports and promotes Eirgen’s sustainability initiatives in daily canteen activities.
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Signatures:	Job Holder:	<i>Print Name: USE BLOCK LETTERS</i>	
		<i>Signature:</i>	<i>Date:</i>
	Manager:	<i>Print Name: USE BLOCK LETTERS</i>	
		<i>Signature:</i>	<i>Date:</i>