



FOOD SERVICES ASSISTANT: RESIDENCES CATERING (PAYCLASS 2)

2 X Permanent Posts; 1 X 1-year contract

Student Housing & Residence Life

Department of Student Affairs

We invite applications from dynamic, motivated, organised and student centered candidates for the above posts who will work well within an empowering environment, for appointment as soon as possible.

Student Housing & Residence Life is a division of the Department of Student Affairs and primarily offers a living and learning experience to students in residences during the academic period. Part of this experience involves providing catering in 1st tier residences, and a few 2nd tier residences. During vacation periods, a catering service is offered to guests and students. UCT catering division is a seven-day operation.

Requirements include:

- Grade 10 or equivalent relevant experience
- 1 years relevant hospitality experience
- Speak & understand English
- Ability to Read, Write English
- Numeracy (ability to count)
- Client, service & people orientation
- To work flexible working hours including, shifts, weekends and public holidays

Advantageous

- Grade 12
- Experience team player within a mass catering contract / unit
- Experience in a broad based mass Tertiary catering environment)
- Cheffing experience
- Basic computer literacy- MS Word, MS Excel & Outlook

Responsibilities include:

- Assisting with food preparation
- Assisting with stock take and stock control
- Assisting with health and safety checks
- Cleaning, moving, stacking, carrying, loading & unloading utensils, equipment, foodstuffs and other items.
- Serving customers at the servery
- Assisting with administration within operational area of responsibility i.e. Fridge / freezer and food temperature record capture

The annual cost of employment (permanent posts), including benefits, is between R115 989 and R136 455. The annual cost of employment (contract post) is between R78 972 and R136 455.

To apply, please e-mail the documents listed below in a single **pdf file** to Ms Monavin Phillips at fsassistant@vula.uct.ac.za

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and will be required to undergo competency.

Telephone: 021 650 1054

Website: www.uct.ac.za

Reference number: E80505

Closing date: 21 May 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. For this post, we seek particularly to attract black (i.e. African, Coloured, Indian) South African male candidates.

The University reserves the right not to appoint