Appointment of a Catering Assistant

**Accommodation and**

**Hospitality Services** The Accommodation and Hospitality Department is responsible for a wide range of services across all main sites of the university. The department is made up of four key areas - Hospitality Services, Southcoast Conferences, Accommodation Services and Community Liaison.

Hospitality Services are provided on all main university sites throughout the year to meet the needs of students, staff and other users, including conference delegates. The service includes restaurants, cafés, coffee shops and vending facilities. A wide range of meals, beverages and other food items are available on all main sites and emphasis is placed on providing wholesome, attractive food at competitive prices. The service also provides hospitality for meetings and social events, for both internal and external users of the university’s premises.

Southcoast Conferences is responsible for letting the university’s residential accommodation during the summer vacation as well as academic seminar rooms, halls and function rooms when they are not being used for academic purposes.

Accommodation Services is responsible for the provision of residential accommodation to students and visitors in halls of residence, which can accommodate over 2000 students during the academic year. They also provide help and advice to students looking for accommodation in general.

The Community Liaison team acts as a bridge between the student population and the local community and includes a Warranted Police Officer, who is dedicated to crime prevention as well as assisting any student who is the victim of a crime. The team help with a multitude of issues including housing, legal questions and community relations, and they regularly liaise with residents’ associations and other external agencies to promote and maintain positive relationships between students and other residents.

**SOUTHCOAST CONFERENCES**

Southcoast Conferences is responsible for letting the university’s residential accommodation, seminar rooms, halls and function rooms when they are not being used for academic purposes. The team also provide Event Support Services – helping co-ordinate and manage conferences of strategic importance to the university.

Their business is a mixture of day conferences and meetings, residential conferences, courses and self-catering lets, and their portfolio includes over 1900 bedrooms, 100 seminar rooms and lecture theatres, and several function rooms. The team is responsible for the sales, marketing, administration and operational aspects of the business it attracts and therefore a strong customer focus is considered important in all aspects of the team’s work.

Southcoast Conferences is a Gatwick Diamond Award Winner and also a past winner and highly recommended in the M&IT Annual Awards.

**ACCOMMODATION SERVICES**

The Accommodation Service operates in Brighton, Eastbourne and Hastings and is responsible for the allocation of rooms in halls of residence to students according to the university’s accommodation policy. They also offer help and advice to students who are looking for somewhere to live, and to landlords who wish to let to students. In addition, the Accommodation Service directly allocates and manages a portfolio of privately owned properties.

The Brighton Accommodation office is based within the Manor House at the university’s Moulsecoomb site and the Eastbourne office is located in the Student Centre, Trevin Towers. The Hastings Accommodation office is situated in Priory Square, University of Brighton in Hastings.

**Halls of Residence** There are currently five halls of residence in Brighton offering a mix of catered and self-catered accommodation, in addition to one in Eastbourne (catered) and one hall in Hastings (self-catered).

**Great Wilkins** These halls offering 164 rooms on the Falmer site were opened in September 2003. The halls are split into self-contained flats containing single study en suite bedrooms which share a good-sized kitchen/communal area.

 There are also 4 self-contained flats with double en suite bedrooms plus a kitchen and lounge, which are suitable for couples. The day to day management is carried out by Sanctuary Housing on behalf of the university.

**Moulsecoomb Place** These halls offering accommodation to 163 students are situated on the main Moulsecoomb teaching and administrative campus about two miles from the centre of Brighton.

 Moulsecoomb Place offers single study bedrooms arranged in self-contained flats of between six and eight, which share a kitchen/communal area, bathroom, shower room and two toilets.

 There are restaurants and a bar in the adjacent teaching blocks for the purchase of meals and snacks. Moulsecoomb railway station is only a one minute walk away and there is a cycle shed for approximately 40 bicycles on site.

**Paddock Field** Paddock Field halls of residence are also based on the main Falmer site and provide accommodation to 469 students. The halls are split into self-contained flats and houses containing single study en suite bedrooms sharing a kitchen/communal area. The day to day management of the halls is carried out by L&Q on behalf of the university.

**Phoenix Brewery** A halls development of 298 rooms in the centre of Brighton, very close to the Grand Parade site and amenities. The surrounding area has many cafés and restaurants. There is a university crèche on site and a large communal area.

 This accommodation is arranged as self-contained flats, and offers single bedrooms with en suite. The study bedrooms are arranged in flats of six and eight, each sharing a kitchen/communal area.

 **Varley Park** Formerly Varley Halls of Residence, the facilities are undergoing a significant redevelopment including the building of new accommodation for students and conference guests, together with a central Hub building.

 The Hub includes a fully licensed café bar, restaurant and seminar rooms, as well as a gym and laundrette. Varley Park is situated in pleasant surroundings about 3 miles from Brighton city centre. There is currently accommodation for 570 students on site.

**Welkin Halls** There are 354 en suite rooms available to students studying on the

**(Eastbourne)** Eastbourne campus. These are located on the Bishopsbourne site adjacent to the main Hillbrow site. The Greynore site is approximately 10 minutes’ walk away.

**Robert Tressell** These halls offer en suite accommodation to 60 students studying on the

**(Hastings)**  Hastings campus. The rooms are arranged as single study bedrooms with students sharing a kitchen/communal space.

**HOSPITALITY SERVICES**

**Eastbourne** Sprinters opened in the autumn of 2001. This modern style licensed restaurant seats 200 people and is adjacent to the sports complex at the Hillbrow site. Within the restaurant there is a Costa coffee franchise.

 Greynore Restaurant is sited close to Robert Dodd complex and Queenwood Learning Resource centre with fantastic views over Eastbourne down to the sea. The restaurant offers a wide range of food and beverages during the week.

**Falmer** Westlain Restaurant at Falmer offers a 297-seater restaurant set in panoramic rural surroundings. The restaurant is situated on the first floor of Westlain house and offers an extensive range of food throughout the year.

 The Café Bar is situated on the ground floor of Westlain House and will reopen in January 2016 as The Brighton Toast Company – serving a variety of toasted cheese related snacks as well as barista coffee.

 The Mayfield House Café is a modern snack facility based within Mayfield House. Vending services are also available outside of trading hours.

 Checkland House Atrium Café is a bustling café providing food on the go and also Costa coffee. The terrace seating area and the atrium itself provide relaxing surroundings in which to enjoy a break.

**Cockcroft** Mezz Restaurant is a popular contemporary restaurant situated on the Moulsecoomb site. The restaurant offers an extensive range of food and beverages to students and staff throughout the year. It is also close to the university’s Aldrich Library.

 The Café Bar is situated within the Mezz Restaurant and offers a continental style service of food and beverages to students and staff, including Costa coffee.

The Book and Bean is situated near the Mezz Restaurant, next to the Aldrich library and offers a wide variety of hot and cold savoury snacks, sandwiches and cakes together with barista coffee.

 Megabyte is a lively open style cafe within the SILS (social and informal learning space) area on the first floor of the Watts building on the Moulsecoomb site. It offers a range of beverages and snacks, including hot pastries and soup.

**Mithras House** Mithras House Restaurant provides a modern and comfortable area for food, drink and relaxation. It offers an extensive range of hot meals, salads and beverages. Incorporated within the restaurant is the ‘Food Bowl Rice and Pasta Bar’ which serves a variety of freshly prepared stir fries, curries and pasta dishes.

 The Café Bar is situated within the Mithras House Restaurant and offers a range of food and beverage choices in contrast to the restaurant, such as sandwiches, panini and sweet and savoury pastries.

**Grand Parade** The Restaurant and Café Bar were opened in 2007 following a complete re-build of the hospitality facilities. The services are wide ranging on site and include extensive function and event hospitality for visitors and conference delegates, in addition to bars and receptions for the gallery and Sallis Benney Theatre. During the daytime students and staff can relax and enjoy the services on offer either within the building or outside in the adjacent garden area.

**Hastings** Café in Haste is situated within the Hastings Campus in the town centre. Providing snacks and beverages to students and staff the café is the perfect place to relax between lectures.

**COMMUNITY LIAISON**

The Community Liaison team includes a dedicated Housing Advice Officer and also a Warranted Police Officer. Their main aim is to ensure that relations between students and the communities they live in are respectful and positive.

Together the team tackle any issues that arise within the community that are identified to involve University of Brighton students. Their work can range from crime prevention through to advice on tenancy agreements, and also includes the investigation of complaints concerning things like antisocial behaviour.

The team works across all the university campuses in Brighton, Eastbourne and Hastings and has strong working links with Sussex Police and local councils departments, particularly Environmental Health.

**The job**Details of the job are described in the attached job description.

**The salary** Salaries are paid monthly in arrears through the BACS System directly into the bank or building society account of each member of staff.

 Salary payments for staff that work less than 52 weeks per year are spread evenly over twelve months of the year so that they continue to receive payment during the times they are not contracted to work. This means that, when they leave the employment of the university, they may have received either an over or underpayment for that year, according to the date of leaving in relation to the anniversary of the start date. In such cases, the adjustment would be made in the final salary payment, as a deduction or lump sum payment, as applicable.

**Working week** The hours for the post is 37 hours per week, excluding meal breaks (these are unpaid), 52 weeks per year. Hours of attendance are 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.20pm on Friday.

**Holiday** For each full-year worked you are entitled to annual leave dependent on your grade of pay (see table below). The entitlement increases after five years’ continuous service, pro rata for part-time staff. Annual leave entitlement for part-time staff and staff on shift patterns will be calculated in hours. New members of staff are entitled to annual leave proportionate to their completed calendar months of service. In addition to the eight Bank and Public Holidays each year, discretionary days are granted in late December to allow the university to remain closed between Christmas and the New Year.

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| **Grades** | **Basic entitlement per year** | **Grades** | **Basic entitlement after 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |

**Terms & conditions** In determining terms and conditions of employment, the university has regard to recommendations made through the appropriate national negotiating framework. These terms and conditions of service can be varied by local agreements reached through the university’s local negotiating framework which comprises a Joint Negotiating Committee supported by two Common Interest Groups. These groups bring together representatives of the university and its recognised trade unions, which are:

 • UCU University and Colleges Union

 • UNISON

**Strategic plan** Details of our Strategic Plan can be found at:

 <http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc013747.pdf>