

Job Description

Drinks & Promotion Assistant

VISION

Students creating success together

MISSION

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

VALUES

Inclusive

We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

Honest

We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

Collaborative

We always seek to work in partnership to help us realise our shared ambitions.

Determined

We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

Responsible for: No direct line management responsibility

Reporting to: Assistant Manager, Venues, Entertainments & Sales

Functional Relationships:

Student Opportunities Coordinators, Volunteer Coordinator(s), Students' Union Staff, Executive Officers, Representatives, University staff, Student Members and Visitors.

Section: Commercial Services

Any Other Relevant Information

Salary Grade: £8.45 per hour
Hours of Work: Flexible and minimum commitment zero hours
Work Base: Chelmsford

Purpose of job

To assist the Students' Union in providing excellent customer service and creating a friendly, welcoming environment at all times.

Job Role

Drinks & Promotion Activities

- Assisting the Venue & Entertainments Assistant Manager on duties.
- Providing outstanding customer service at all times and promoting the values of the SU.
- Responsible for cash handling and tills throughout your shift.
- Serving coffee and other hot drinks in the Coffee Cart.
- To help create a friendly atmosphere within the Student Union space.
- To help promote and advertise the events available to students of ARU.
- To help keep the venue clean and presentable at all times, including the use of external venues.
- To create a welcoming environment for all at Anglia Ruskin University.
- To promote inclusivity, be respectful of diversity and to promote equal opportunities.

Other

- Carry out any other duties or projects as may be assigned to the post-holder by the Students' Union and which are reasonably consistent with the position. These may take place throughout the year.
- Support the Students' Union's environmental policy.

Benefits of the role:

- Living Wage Accredited hourly pay
- Uniform provided
- Flexible working hours
- Fixed term role that may lead to further employment opportunities within the SU.
- Develop team building, interpersonal and problem solving skills.
- Great networking opportunities.
- Meet new people and make new friends.
- Training opportunities.
- Building interpersonal skills.

The Students' Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students' Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher's Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.