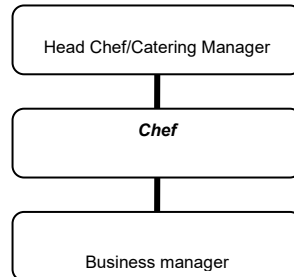


# Job Description

<i>Position Title</i>	<b>Kitchen assistant</b>	<i>Department</i>	<b>Kitchen</b>
<i>Generic Job Title</i>	<b>Kitchen assistant</b>	<i>Segment</i>	
<i>Team Band</i>	<b>Unbanded</b>	<i>Location</i>	<b>The Dock SSU</b>
<i>Reports to</i>	<b>Head Chef</b>	<i>Office / Unit name</i>	

## 1. Organisation structure



## 2. Job Purpose

- Assisting in the production and service of food according to Service Level Agreement while maintaining correct levels of Health & Safety.

## 3. Accountabilities

- To assist in implementing and maintaining the prompt and efficient preparation and service of all meals and breaks at the required time, being provided to the standard of the food service offer(s) and laid down in the Service Level Agreement and to the Client's, Customer's and Sodexo's satisfaction.
- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies.
- To assist in implementing and maintaining the service for all Hospitality related activities, production service, clear down
- To report and, where possible, take action for any incidents of accident, fire, loss, theft, damage, unfit food, or any other irregularities

- To comply with Environmental policy and unit procedures
- To attend meetings and training courses as required.
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#### 4. Key Performance Indicators (KPIs)

- Delivery of a consistent level of service, within the Company's standards, to the contract specification, service offers and agreed performance, qualitative and financial targets.
- Compliance to company and statutory regulations relating to safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH.
- Unit audit scores

#### 5. Dimensions

<i>Financial</i>	None
<i>Staff</i>	None
<i>Other</i>	

#### 6. Knowledge, skills and experience

##### Essential

- Ability to achieve and set standards and operate to performance criteria, with particular regard to hygiene
- Ability to work effectively as part of a team
- Good interpersonal skills and ability to verbally communicate effectively with customers, clients, and staff
- Basic Food Hygiene Certificate
- literate and numerate

#### 7. Contextual or other information

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Document owner			