

Job Description:

Sandwich Artist (Subway)

|  |  |
| --- | --- |
| Function: | Retail |
| Position:  | Sandwich Artist  |
| Immediate manager (N+1 Job title and name): | Retail Manager – **Holly Morris** |
| Additional reporting line to: | Senior Retail Manager – **Phil Winlow** |
| Position location: | Royal Stoke University Hospital |
|  |
| 1. Purpose of the Job  |
| * To support general food preparation of Subway produce, build Subway sandwiches and provide a high standard of customer service to our guests. Maintain appearance and quality set out in both Subway and Sodexo brand standards, policies and procedures.
 |
|  |
| 2. Organisation Chart  |
| Senior Retail ManagerRetail ManagerSenior Sandwich Artist**Sandwich Artist** |

|  |
| --- |
| 3. Main Assignments  |
| * Complete production of Subway produce for daily service in line with specification
* Food storage and prep complying with Subway and Sodexo standards
* Receive, check and store deliveries
* Maintain a safe working environment for staff and quests
* Maintain personal hygiene and uniform standards in line with brand expectations
* Deliver high standards of customer service standards, ensuring survey results are achieved
* Promote both Subway and Sodexo brands at all times
* Operation/Declaration of the till daily, capturing all revenue and bread count at end of service
* Attend monthly Sodexo Great Training Program, annual appraisals and competency checks
* Maintain stock rotation in all store locations, minimising risk of waste or spoilage
* Be aware of current Promotional Activity and ensure adequate stock holding of product lines
* Upsell additional products to guests following training set out in the online Subway University
* Undertake other duties and projects requested by management in order to ensure the smooth running of Subway/Retail Operations.
 |

|  |
| --- |
| 4. Accountabilities  |
| * Maintain high standards of customer service promoting the brand at all times
* Maintain Food Safety standards in line with Subway and Sodexo Food Safety Policies
* Maintain safe working behaviours and practices of all staff in line with Sodexo H&S, Food Safety and Job Specific training
 |

|  |
| --- |
| 5. Ideal Candidate  |
| * Previous food preparation and service experience
* Previous experience in a fast-paced customer facing business
* Previous Subway experience.
* Level 2 Food Safety preferable
* Good standard of literacy and numeracy
* Excellent interpersonal skills and ability to communicate effectively with customers, clients, and staff at all levels
* Good time management and organisational skills
* Ability to work well under pressure
* Positive approach to learning in role and identifying own training needs as appropriate
* Self-motivated
* Ability to work effectively as part of a team
 |

|  |
| --- |
|  Management Approval  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version |  | Date  | 24/05/2021 |
| Document Owner | Phil Winlow – Senior Retail Manager |

 |