

Job Description:   
Food Service Assistant

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| Function: | Schools | |
| Job: | Food Service Assistant | |
| Position: | Food Service Assistant | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager: | Corrine Bromley | |
| Additional reporting line to: | Corrine Bromley | |
| Position location: | LVS Ascot School | |
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| 1. Purpose of the Job | | |
| * To assist in the preparation of food to ensure the prompt and efficient delivery of service to the company’s and clients standards whilst maintaining the cleanliness and hygiene of the unit to comply with company procedures. | | |

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| 2. Main assignments |
| * Prepare and present food to the notified standard, ensuring the ethos of Fresh Food from Scratch is followed * To ensure all work areas and surfaces are clean and tidy as is practical at all times, especially at the end of the day/shift * To serve customers in a quick, polite manner ensuring good customer service at all times * Replenish food and equipment to ensure an efficient and seamless service * Clear and clean work areas after the service periods * To complete any administration as requested including food temperatures, cleaning schedules, delivery temperatures, stock takes etc. * To ensure that all food is prepared with due care and attention, particularly in regards to special dietary requirements, allergens and shelf life * To ensure the kitchen is maintained in a clean, organized manner and all food safety and health and safety policies and procedures are followed * To complete all cleaning schedules to the agreed standard * To promote a friendly working relationship with colleagues * To undertake training and comply with all company policies and procedures * To raise any issues to the Head Chef or Catering Manager in a timely manner * To report any incidents of accident, near miss, fire, loss, theft, damage, unfit food or any other irregularities * To work at school events, as required, with occasional evening and weekend work * To assist with the set up, service, clearing and cleaning of function catering as requested * To carry out any reasonable request by management * To assist in other local units as may be necessary in an emergency |

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| 3. Organization chart |
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| 4. Person Specification |
| * **Good interpersonal skills** - calm nature * **Enthusiastic** - Displays a natural and sustained enthusiasm and energy * **Self-Motivated** - Needs no encouragement to make things happen * **Strong but Flexible** - Always prepared to listen and consider the views of others * **Positive** - Focuses on what CAN be done * **Personal Appearance** - Recognizes importance that appearance has on the attitudes of others * **Responsible** - Conscious of the consequences of action or inaction * **Conscientious** - Demonstrates a commitment to get things done on or before agreed deadlines |

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| 5. Key Performance Indicators |
| * Completes tasks within contracted hours to the agreed level * Continuously seeks to improve standards * Works without line manager having to remind them of their duties * Contributes towards green Safegard audit |

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| 6. Other Information |
| Sodexo and the college are committed to safeguarding and promoting the welfare of the children and employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the criminal records bureau.  It is the employee’s responsibility to promote and safeguard the welfare of the children and the young persons for whom they are responsible or with whom they come into contact.  They will adhere to and ensure compliance with the college & Sodexo child protection policy statement at all times.  If in the course of carrying out the duties of the post the employee becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, he/she must report any concerns to their line manager or school safeguarding officer immediately. |

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| 7. Management Approval |
| Signed:…………………………………………………………Name:…..........................................................................   |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date: |  | | Document Owner | Clare Duvall | | |   . |