

# Job Description:

## Senior Sandwich Artist (Subway Supervisor)

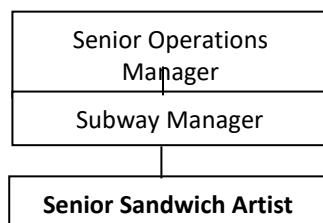


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| Function:                                      | Retail                                    |
| Position:                                      | Senior Sandwich Artist                    |
| Immediate manager<br>(N+1 Job title and name): | Subway Manager- Andrea Pepper             |
| Additional reporting line to:                  | Senior Operations Manager – Sabina Isovic |
| Position location:                             | Royal Stoke University Hospital           |

### 1. Purpose of the Job

- To oversee and support the day to day management of the Subway Store, maintaining both Subway and Sodexo Brand standards, including H&S and Food Safety policy. To achieve full compliance store evaluations and internal audits, maintaining hygiene and staff safety.

### 2. Organisation Chart



### 3. Main Assignments

- Oversee the production of Subway produce for daily service in line with specification
- Food storage and prep complying with Subway and Sodexo standards
- Lead the team during key service periods
- Monitor produce stock levels and maintain product availability
- Receive, check and store deliveries
- Maintain a safe working environment for staff and guests
- 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
- Support the completion of Weekly/Monthly inventory stock takes, to comply with Subway and Sodexo standards
- Place weekly orders to maintain a store operations
- Declaration of till daily, capturing bread count at end of service
- Support with performance and people management needs of staff
- Deliver 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.

- 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
- Accurately account for all Subway and Sodexo assets, produce, equipment and revenue
- 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
- Level 3 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
- Ability to achieve and operate to performance criteria, with particular regard to hygiene and safety standards
- 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 | 03/12/24 |
| Document Owner | Sabina Isovich- Senior Operational Manager |      |          |