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.

Senior Retail Manager Retail Manager Senior 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			