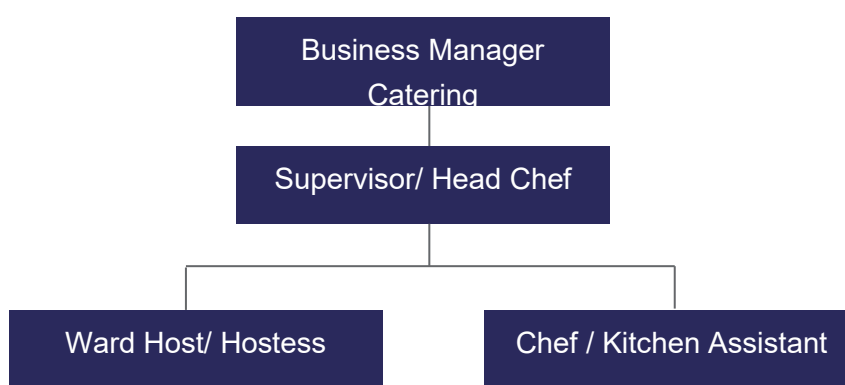


JOB DESCRIPTION

Position Title	Apprentice Commis Chef	Department	Catering
Generic Job Title	Food Service Assistant	Segment	Healthcare
Team Band	Frontline Staff	Location	Oxford Nuffield
Reports to	Business Manager Catering	Office / Unit name	Oxford Nuffield

ORGANISATION STRUCTURE



Job Purpose

- To work in conjunction with the ward and kitchen to provide a high quality, helpful and courteous service to patients and staff to include the preparation, service and presentation of breakfast, lunch, dinner and hospitality.

Accountabilities or “what you have to do”

- To prepare, cook and present food for patients and staff breakfast, lunch and dinner following the agreed recipes and standards set by Sodexo and Client
- To follow all company and legal food hygiene regulations.
- To follow and comply with all health and safety regulations set by the company and legally required.
- To work in clean, tidy and efficient manner.
- Ensure that restaurant is clean and tidy at all times
- Provide helpful and friendly and welcoming service and environment in staff restaurant at all times.
- To ensure all food goes out to patients at the agreed times.
- To accurately record all food wastage and report to manager
- Make sure that requests by patients or staff with special dietary requirements are provided for.

- Check dates on food and dispose off any out of date food.
- Fill in all cleaning and temperature records as required.
- Ad-hoc duties as and when required

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Good results on PSS on a monthly basis
- Increased revenue on staff restaurant
- Client satisfaction
- Safeguard audit report green
- Maintain 5 star food hygiene rating from EHO

Skills, Knowledge and Experience

Essential

- Ability to understand detailed instructions
- Ability to understand and adhere to current legislation at all times
- Ability to allocate resources effectively
- Good literacy and numeracy skills
- Ability to motivate team as required
- Good communication skills
- To work well with in team

Desirable

- Food hygiene certificate level 2 or above
- Ability to demonstrate flair within food offer

Contextual or other information

- During the course of his/her duties the post holder may have access to private and confidential information which must not be divulged to any unauthorised person or relative at any time.

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Document owner	Gary Smith		

