

Job Description   
Food Service Assistant

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| Function: | Independents by Sodexo | |
| Position: | Apprentice Commis Chef | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager  (N+1 Job title and name): | David McCoy, Executive Head Chef | |
| Additional reporting line to: | Catering Manager, Assistant Manager, Senior Sous Chef | |
| Position location: | Churcher’s College | |
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| 1. Purpose of the Job | | |
| * To maintain all service areas to the standard required by the Client and Sodexo as set out in our Service Level Agreement | | |

Draft. Version: 27-03-2014

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| 2. Organisation chart |
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| **4. Context and main assignments** |
| * Hours of work as per contract of employment * Responsible to the Catering Manager, Executive Head Chef, Assistant Manager, * Liaise with all catering staff, customers and Sodexo personnel   **Duties**   * To ensure you are working to maintain and deliver a quality service according to set work schedules and procedures * To undertake the monitoring of quality control systems e.g. job sign off sheets and schedules * To ensure all aspects of the preparation of food service areas and presentation of food is to the notified standard. * To ensure you attend the daily service briefing. * To implement cleaning schedules to agreed standards * To ensure you are in the correct uniform and promote a good company image * To ensure the promotion of a good company image to customers and guests by using positive service practices * To ensure all front and back of house food storage and equipment are kept clean, hygienic and maintained. * To ensure you are working in a safe way and follow the 3 checks for safety and are completing Near Miss cards |

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| 5. Infrequent Duties |
| * To assist, as required, at special functions, some of which may occur outside normal working hours. * To report any complaint or compliment and take action if at all possible. * To report any accident, theft, loss or damage and take action as may be appropriate or possible. * To attend meetings and training sessions as required. |

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| 6. Accountabilities. |
| * Safety in the workplace * Excellent customer client service and relations * Engaging Sodexo’s core values of team spirit, service spirit & the spirit of progress |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1 | Date | 16th July 2025 | | Document Owner | Beverley Speirs | | | |

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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |