

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
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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 |
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| Version | 1 | Date | 16th July 2025 |
| Document Owner | Beverley Speirs |

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

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