



JOB DESCRIPTION

Food Service Assistant / Kitchen Porter

Place of work: Sodexo, Johnson & Johnson, Vision Care, Limerick

Scope and purpose: To assist with the preparation and service of food for the client. Maintenance of hygiene standards and the cleaning of the establishment to the Company's standard and the client's satisfaction.

Responsible to: Head Chef & Catering Manager

Liaise with: All catering staff, clients and customers and delivery personnel.

MAIN DUTIES

- To assist as directed with all aspects of preparation and presentation of food to the company's standard while ensuring adherence to all legislation including HACCP.
- To serve the customers to the company's standard. To promote a friendly and welcoming atmosphere and to utilise selling techniques to benefit both the company and the client.
- To carry out cashier duties when required.
- To receive any training that is necessary to maintain and improve standards.
- To undertake all necessary cleaning to the Company's standard, according to the cleaning rota, or as directed including walls (up to 6 feet), floors, fixtures & fittings, incl. canopies, equipment, pots, pans, cutlery, crockery, glassware etc.;
- To ensure a high standard of personal hygiene, cleanliness and neatness ensuring full Sodexo uniform is worn at all times;
- To comply with statutory and company hygiene regulations in handling and storage of food and beverages;
- To ensure you act in the interests of your own safety and the safety of others at all times;
- To assist as directed with all aspects of preparation and presentation of food to the Company's standard;
- To receive any training that is necessary to maintain and improve the standards of the establishment;
- To ensure tables and condiments are kept clean at all times and that condiments are well stocked;
- To attend to any reasonable request by management.
- Cleaning duties to include kitchen, equipment, floors, stores etc
- Pot washing duties
- Dish wash duties
- Accepting deliveries

- Storing deliveries
- Temperature record taking and recording
- Adhering to HACCP regulations

INFREQUENT DUTIES

- To prepare and assist in any special functions, which may sometimes be outside normal working hours;
- To report and take action on customer and client complaints or compliments and any incidents of accident, fire, theft, loss, damage, and unfit food or other irregularities;
- To attend meetings and training courses as may be necessary from time to time;
- To carry out reasonable periods of overtime as may be required from time to time.

NB. Whilst every effort has been made to ensure the details of this job description are correct – due to the varied requirements of the support services industry, this job description cannot be exhaustive. Therefore, the jobholder may be required from time to time to carry out other tasks as required by management in order to meet the operational needs of the business.

SIGNED BY EMPLOYEE:

DATE :

SIGNED ON BEHALF OF SODEXO:

PRINT NAME:

PRINT TITLE:

DATE:
