

Job Description: Food Service Assistant



Function:	Universities
Position:	Food Service Assistant
Job holder:	
Date (in job since):	
Immediate manager	Supervisor
Additional reporting line to:	Nick Hayter – Account Manager
Position location:	Solent University

1. Purpose of the Job

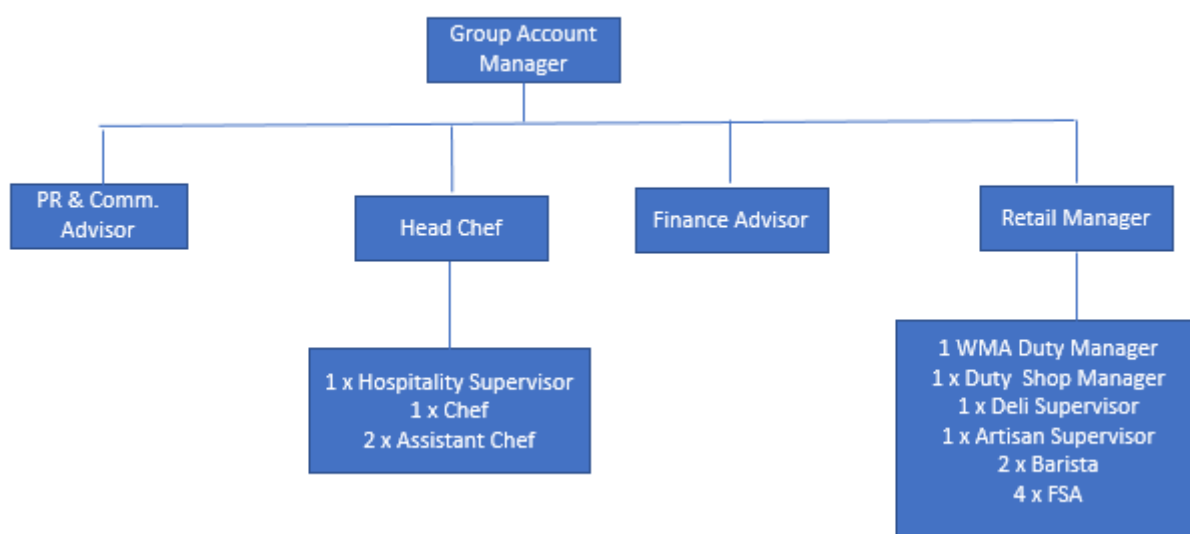
To serve customers with any food requirement offered by location, to include cash taking and cleaning duties

2. Dimensions

Revenue
FY19

Characteristics - Student - Staff and Public clientele

3. Organisation chart -



5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Setting Up of Coffee Machines / Counters and Restaurants
- Production of hot and cold drinks to brand standards
- Counter Set up
- Cash Taking and Cashing up
- Stock Counting
- Washing Up
- Kitchen and counter Cleaning
- Temperature records

6. Accountabilities –

- Food Safety
- Stock Management
- Kitchen and counter Cleaning
- Temperature records
- Restaurant Cleaning

7. Person Specification

- Honesty. In public relations, your reputation is key.
- Knowledge and research
- Relationship-building skills. ...
- Multi-tasking in a high-pressure work environment.
- Attention to detail.
- Adapts to change.
- Strategic thinking.
- Must be experienced and flexible, and able to multitask
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8. Competencies –

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management		■
Rigorous management of results	Innovation and Change		
■ Brand Notoriety	■ Business Consulting		■
■ Commercial Awareness	■ HR Service Delivery		■
■ Employee Engagement	■		■
Learning & Development			

9. Management Approval –

Version		Date	
Document Owner			