**DEFENCE**

JoB description

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| --- | --- | --- | --- |
| Position Title | Food Service Assistant  | Department | Operational |
| Generic Job Title | Food Services  | Segment | Governance  |
| Team Band | Unbanded | Location | ATR Winchester  |
| Reports to | Head Chef  | Office / Unit name | ATR Winchester |

## ORGANISATION StRUCTURE

Catering Manager

Head chef

2nd Chef

Head of Talent

Food Service Assistant

#### Job Purpose

* Preparation, cooking and service of food to the highest standard as per Sodexo company
policies.
* Organising and managing your shift as directed by the second chef.
* The monitoring of food and hygiene standards and ensure they are maintained to the highest level.

#### Accountabilities or “what you have to do”

* To have a full knowledge of all areas that has to be covered in the course of your duty.
* To maintain and manage the required high operational and personal standard of hygiene and presentation at all times in compliance with the Food Safety Act.
* Compliance to the Health and Safety Act and COSHH regulations.
* The preparation, cooking and service of food as supervised by the duty chef, whilst complying with the food safety act, portion control and presentation standards.
* Ensure the correct disposal and storage of all food items as directed.
* Monitor and record temperatures of fridges and freezers, hot cabinets, serveries as directed by the chef in charge.
* Ensure that the Safety Management System (SMS) principals are followed at all times
encompassing legal requirements of the Food Safety Act.
* To ensure that all foods served under your control are served and held at the required
temperatures (probed and recorded).
* Ensure that the kitchen area that you are working in is clean and hygienic at all times.
* Ensure that the handing over procedures and opening up /closing down procedures are
complied to, with emphasis on safety and security.
* To continue to develop one’s own skills / knowledge within the position.

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

* Contribution to gross profits and improvements to budget performance as determined by
segment business objectives.
* The improvement and monitoring of health and safety, environment, risk, client satisfaction and quality.

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Other*** |  |

#### Skills, Knowledge and Experience

Essential

* Good understanding of food safety
* Must have good numerical and verbal communication skills
* Must be able to work within a team environment
* Proven track record of working within the catering industry

#### Contextual or other information

* Travel and overnight stay may be required to undertake training and other business requirements
* May be required to work unsociable hours in line with business requirements
* Flexibility on work schedule will be required at times

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| Document owner | Ben Davis |