

Job Description
Food Service Assistant

|  |  |
| --- | --- |
| Function: | Independents by Sodexo |
| Position:  | Food Service Assistant |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): |  |
| Additional reporting line to: |  |
| Position location: |  |
|  |
| 1. Purpose of the Job  |
| * To assist generally with the preparation, service of food and cleaning of the establishment to the Company’s standard and the client’s satisfaction.
 |

Draft. Version: 27-03-2014

|  |
| --- |
| 2. Organisation chart  |
|  |

|  |
| --- |
| **4. Context and main assignments** |
| * Hours of work as per contract of employment
* Responsible to the Business Manager
* Liaise with all catering staff, customers and Sodexo personnel

 **Duties*** To assist as directed with all aspects of preparation and presentation of food to the Company’s standard and ensuring adherence to 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 the standards of the establishment
* To ensure tables and condiments are kept clean at all times and that condiments are well stocked
* To assist in setting and replenishing the food service counters and vending machines as and when required
* To undertake all necessary cleaning to the Company’s standard, according to the cleaning rota, or as directed.
* This includes the following: -walls (up to 6 feet), floors, fixtures & fittings, 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.
 |

|  |
| --- |
| 5. 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
* To train new colleagues by showing them tasks and how things are done.
 |

|  |
| --- |
| 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
 |

|  |
| --- |
| 9. Management Approval – To be completed by document owner |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Version |  | Date |  |
| Document Owner |  |

 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Date |  |

 |