**EXPERTISE**

Job description

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| Function: | CATERING DEPARTMENT |
| Position: | Food Service Assistant |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager: | Team Leader |
| Additional reporting line to: | Deputy Co-Ordinator / Co-Ordinator / Catering Manager |
| Position location: | Honda |

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| 1. Purpose of the Job |
| Sodexo Standards in preparation, sales and along with services of food and beverages provided to customers within the 10 minute KPI, along with Sodexo food safety and health safety standards. |

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| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Senior Catering Manger  Head Chef  Catering  Co-ordinator  Team Leader  Chef de Partie  FSA  FSA  FSA  FSA  FSA |

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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * The preparation of food to include rolls, sandwiches, salads, cold snacks. * To server on the till points during breaks / meal times. * To serve on a food counter during breaks / meal times. * To restock counters hot and cold before / during / after service and break / meal times. * General cleaning duties and washing up of all food prep areas including pot / plate wash areas, tables and utensils,fridges and floors. * To report any incidents of accidents, fire, theft, loss, damage, unfit food or any other such irregularity to the Team Leader / Catering Manager immediately. * To follow all company statutory regulations pertaining to safe and hygienic working practices in the kitchen and all other catering areas. * To attend any training courses and meetings as requested by the Team Leader / Catering Manager. * To report any customer or client comments or complaints to the Catering Manager. * To carry out any reasonable request from any member of the Management Team. * To assist in any out of hours Special Functions as requested by the Catering Manager. |

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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * To ensure that all food that Food Service Assistants are involved in preparing is done according to HACCP procedures. * To ensure service at break times is carried out in a smooth and timely manner * To make sure our food offer achieves the required 10 minute KPI * To ensure all till transactions are processed in conjunction with achieving the 10 minute KPI |
| 5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * To read and write English at basic level. * To complete basic maths. * Sodexo - Service Spirit, Team Spirit and Spirit of Progress * Good interpersonal skills enabling good relations with customers, Clients and colleagues. * Good communication skills. * Willingness to receive, understand and implement Sodexo and Client training. * To work as a team player * Confidence to work on a till following training * Ability to organise and prioritise tasks and work alone. * Copes well under pressure * Identifies and communicates potential problems to Team Leader * Willingness to accept DLS * Previous experience of working in a catering environment preferred |
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| **6. Constraints** |
| * Smoking only permitted in designated areas, * Mobile phones must be switched off during working hours * All authorised drivers must adhere to the onsite driving standards. * Constraints may change from time to time, and will be displayed on staff notice boards. * During the course of his/her duties the post holder may have access to confidential information, which may NOT be divulged to an unauthorised person at any time. * NB Whilst every effort has been made to ensure the details of this job description are correct, due to the varied equipment’s of the catering and support services industry, this job description cannot be exhaustive. Therefore, the jobholder may be required to carry out other tasks as required in order to meet the operational needs of the business. |

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| 7. Management Approval |
| I have read, understood and received a copy of this Job Description:-   |  |  |  |  | | --- | --- | --- | --- | | Employee Signature |  | Date |  | | Employee (Print name) |  | Date |  | | Manager Signature |  | Date |  | | Manager (Print name) |  | Date |  | |