

Holroyd Howe Independent Food Services Assistant - Job Description

Purpose of job:

To assist in the preparation of food / snacks.
To keep the restaurant areas in a clean and tidy state at all times.
To provide a friendly, efficient and hygienic service to all customers.

Responsible to: Catering Manager

Responsible for: No subordinate staff

Duties & Responsibilities:

1. To co-operate with all catering staff and undertake such duties in the kitchen / service areas as requested to ensure an efficient and effective service is delivered at all times.
2. To attend training sessions when required.
3. To project a willing and helpful attitude to customers, to seek the appropriate knowledge of food items sold through out catering areas, and to keep areas and service counters clean & fully stocked.
4. To take an active role in promoting sales with regards to displays & marketing.
5. To ensure food storage and areas under your control are maintained in a clean & tidy condition, in accordance the company's Hygiene, Health and Safety policies and procedures.
6. To report any faults to the head chef or catering manager.
7. To carry out cleaning of the kitchen, service areas and restaurant in accordance with the cleaning schedule.
8. To take and record food temperatures prior to service and during service when required.
9. To be customer focused and provide an excellent standard of customer service at all times.
10. To ensure compliance with the company's policy on safer recruitment and safeguarding children and young adults at all times whilst at work.

Food Service Assistant - Person Specification

Attainments:

No requirements concerning school certificates or past training. Steady employment record to date preferred. Previous experience of working in a customer service environment is preferred. Level 1 Foundation Certificate in Food Hygiene is preferred.

General Intelligence:

Numerate; counting of cash may be required. Able to communicate in basic written and spoken English. Able to follow instructions.

Special Aptitudes:

Manual dexterity for quick, skilful work. Able to remember prices, simple mental arithmetic and give change. Able to keep limited written records on standard forms.

Disposition:

Friendly, pleasant personality with a smart appearance. Steady and dependable. Gets on well with co-workers. Willing and helpful. Trustworthy.