



## Job Description

### Food & Beverage Assistant

**Job Title:** Food & Beverage Assistant

**Responsible To:** Food & Beverage Supervisor

**Direct Reports:** N/A

**Place of Work:** Based at a pre-determined site but may be required to work at other SIV sites if required.

#### Purpose of Job:

- To undertake, individually or as part of a team, the preparation, serving and clearing of food and beverages to the high standards required by Health, Safety and Hygiene Regulations and by SIV policies and procedures.

#### Key Responsibilities:

##### 1 Core Values

- To promote the Company's Core Values through personal behaviour and by challenging inappropriate behaviour in others.

##### 2 Customer

- To deliver excellent customer service to both internal and external customers in accordance with the Core values and the company customer service standards.

##### 3 Financial

- To ensure that the company policies and procedures regarding cash handling are followed.
- Ensure procedures are followed regarding stock control.

##### 4 Operations

- Setting up and refurbishing of display counters.
- Cleaning of counters and equipment at the end of a working shift and at any other time it may be necessary.

- Clearing up of all food commodities and the storage of the same at the end of the working shift and at any other time it may be necessary.
- Clearing and cleaning of tables.
- Laying up, serving and clearing of functions as required.
- Cleaning support kitchens as required.
- Report any defects or failure of building/equipment to the Supervisor/Duty Manager.
- Receive and check deliveries and maintain stock rotation.
- Any other duties that may reasonably be required.

## **5 Health and Safety**

- Adhere to the Company's health and safety policy and procedures at all times.
- Ensure all food is maintained at correct temperatures and in date.

## **6 Front of House**

- To assist in answering the phone and helping customers
- To assist in customers gaining access to the gym/Swimming
- To help front of house staff in any other duties.