

<b>POSITION TITLE</b>	<b>Chefs Assistant</b>
<b>STORE</b>	Four Square St Heliers
<b>DATE</b>	10/09/2022
<b>REPORTS TO</b>	Owner/Operator
<b>PURPOSE OF POSITION</b>	To assist with the day-to-day running of the Food to Go department of the store to achieve the highest possible standards of service, product range and quality.

## RELATIONSHIPS

<b>INTERNAL</b>	<b>EXTERNAL</b>
<ul style="list-style-type: none"> <li>• Owner/Operator</li> <li>• Other Duty Managers</li> <li>• Team members</li> <li>• Foodstuffs' employees</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery drivers</li> <li>• Customers</li> <li>• Supplier Rep's</li> </ul>

## ACCOUNTABILITIES

<b>OPERATIONAL</b>	<ul style="list-style-type: none"> <li>• Ensure the store presents a competitive and brand consistent offer to the market at all times.</li> <li>• Gathering food ingredients in preparation for cooking and serving. Ensure all stock is sourced through approved suppliers, all orders are placed on time and all products are checked on arrival for quality.</li> <li>• Gathering pots and pans in preparation for cooking food ingredients.</li> <li>• Weighing and measuring ingredients.</li> <li>• Washing, peeling, cutting, slicing and dicing ingredients for cooking and serving.</li> <li>• Cutting and grinding meat, poultry and seafood in preparation for cooking.</li> <li>• Removing cooked food from ovens and food warmers.</li> <li>• Cleaning down work areas, equipment, utensils, dishes and silverware, throughout the day and thoroughly at the end of your shift.</li> <li>• Storing food supplies, equipment, utensils, dishes and silverware in refrigerators, cupboards, pantries and other storage areas.</li> <li>• Informing Foods Trade Workers when food supplies are low.</li> </ul>
<b>COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• Maintain best practise in Regulatory/SafeFood Pro requirements.</li> </ul>
<b>CULTURAL</b>	<ul style="list-style-type: none"> <li>• Contribute effectively as a team member.</li> <li>• Live the store values.</li> </ul>

## PERSON SPECIFICATION

<b>PEOPLE FOCUS</b>	<b>WORKING WITH PEOPLE</b> <ul style="list-style-type: none"> <li>• Is self-aware, approachable and mindful of their impact on others</li> <li>• Demonstrates an interest in, and understanding of people, behaving in a culturally sensitive manner.</li> <li>• Is outgoing and supportive; recognising and acknowledging the contribution of others.</li> <li>• Actively contributes to a team spirit of openness and inclusiveness where colleagues feel able to offer ideas.</li> <li>• Listens and communicates openly and proactively.</li> </ul>
<b>CUSTOMER FOCUS</b>	<b>MEETING CUSTOMER EXPECTATIONS</b> <ul style="list-style-type: none"> <li>• Continuously makes improvements for customers; seeking input from staff and customers to do so.</li> <li>• Is responsive to feedback from all sources.</li> <li>• Adopts a “service” mentality at all times regardless of their position or experience, genuinely enthusiastic about the difference service makes to the customer and success of the business.</li> </ul>
<b>CO-OPERATIVE CULTURE</b>	<b>ADHERING TO PRINCIPLES AND VALUES</b> <ul style="list-style-type: none"> <li>• Personally upholds ethics and Foodstuffs Values.</li> <li>• Consistently demonstrates honesty and integrity (in words, decisions and actions) in all of their dealings with customers, staff, suppliers, colleagues).</li> <li>• Demonstrates a strong work ethic through their commitment to the store's success, ownership of problems and self-discipline.</li> <li>• Leads by example in terms of Foodstuffs values, drive to succeed and positive outlook.</li> <li>• Challenges appropriately while respecting the position of others.</li> </ul>

## QUALIFICATIONS AND EXPERIENCE

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Physically fit and able to fulfil the requirements of the role.</li> <li>• Good Command of written/ spoken English.</li> </ul>
<b>DESIRED</b>	<ul style="list-style-type: none"> <li>• Good basic maths skills</li> <li>• Food retail/ fresh food experience</li> </ul>

## SIGNATURE

I have read and understood this Job Description:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date