

Job Description



Job Title:	Food & Beverage Assistants
Responsible to:	Shaun Gardner & Jimmy Little
<p>Job Purpose:</p> <p>To contribute to the turnover of the business by serving food & drink to the standard as set out by the management and to the satisfaction of the guests, ensuring a positive guest experience is provided at all times.</p>	
<p>Main Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. To provide a warm welcome to customers and to comply with customer care procedures as detailed by the management 2. Setting up of the bar and food areas ready for service and at all times maintaining the standards of service and cleanliness as set out by the management 3. To handle cash and issue change and to use the cash registers in accordance with the instructions as set out by the management 4. To be responsible for all cash and stock handled in the course of duty 5. To ensure all transactions involving cheques, credit and charge cards are carried out in accordance with the procedures laid down by management 6. Making sure all point of sale equipment are maintained and replenished throughout the course of your duty 7. Assist in the closing down procedures in an evening as & when required 8. To maintain standards of personal hygiene, dress and appearance as required by the management 9. Comply with company policies in relation to relevant Health & Safety regulations 10. Comply with current food hygiene legislation and complete all necessary forms during the day-to-day operation. 11. Check the cleaning schedule for your given area and sign when complete to comply with current legislation 12. To undertake any other duties not specified above which could be reasonably be held to be associated with these tasks and which are in furthermore of the pub's interest 	

Employers Signature	
Employers Name	
Date	
Employees Signature	
Employees name	
Date	