

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Food and Bar Service Staff
<u>PAY BAND :</u>	Band 1
<u>JOB EVALUATION NO.</u>	C2043
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Catering Manager
<u>JOB PURPOSE :</u>	To assist in the delivery of the catering service using high standards of food hygiene, handling and safe working practices
<u>POST NO.</u>	POS000375
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To ensure that the Highest standards of quality of product and outstanding customer service are delivered throughout all Dolphin Centre Catering outlets
2. To ensure a clean, presentable and professional image at all times
3. Assist in the preparation and delivery of an efficient catering service including:
 - To take food orders from customers in a polite manner, and provide clear details of the requirements to other members of staff
 - Food service to tables, including laying, waiting on and clearing tables
 - Bar service – preparation and service of hot and cold drinks to customers
 - Cash till operation
 - Function Service, including banqueting, silver service, buffet and refreshment services
 - Restocking of vending machines
 - Washing up and cleaning of equipment
4. To clean and restock equipment e.g. coffee machines, bar fridges etc
5. To be responsible for keeping bar areas clean and tidy.
6. To clean tables, furnishings etc. and clear spillages as required

7. To assist with basic food preparation and finishing as directed by the Chefs when necessary.
8. To promote the catering service to customers and community.
9. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
10. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
11. Carry out your role in line with the Council's Equality agenda.
12. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
13. Any other duties of a similar nature related to this post that may be required from time-to-time.
14. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
15. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: October 2019