



Job Title:	Kiosk Assistant
Department:	Sodexo - Concourse Catering
Based at:	Ewood Park, Blackburn, BB2 4JF.
Reports to:	Kiosk Supervisor / Section Manager
Responsible for:	N/A
Hours of work:	Match days and other events, this will include evening and weekend work. You will liaise with your line manager on a weekly basis on whether you are available or needed for work.
Contractual status:	Casual worker – as and when required.
1. Job purpose:	To assist with the smooth running of the assigned kiosk and to help deliver a high level of experience and service to the visitors at Ewood Park.
2. Duties and responsibilities:	<ul style="list-style-type: none"> • To ensure food and beverages are served as efficiently as possible to the highest standard. • Comply with food and hygiene regulations and company Health & Safety regulations. • Maintain excellent customer care and service at all times. • Ensure all money taken during service is checked, handled, and stored correctly. • Report to your Kiosk Supervisor/ Section Manager in full uniform ready for work at your kiosk and on time. • To attend team briefing meetings with your Kiosk Supervisor before every assignment. • To ensure all goods are displayed correctly and are attractive and visible to customers. • Ensure all work surfaces and counter tops are kept clean and free from rubbish. • To maintain good housekeeping i.e. cleaning procedures are maintained to the highest standard at all times, adopting a “clean as you go” policy. • To ensure all rubbish and at the end of service is correctly disposed in the skips provided. • Store all unused and fresh stock correctly. • Cook, prepare and serve food items in an efficient, hygienic manner and to the highest standard. • To assist with any other reasonable tasks which may help in the smooth running of the department.
3. Skills required:	<ul style="list-style-type: none"> • Good organisational skills • Excellent communication skills • Good timekeeping and punctuality
4. Knowledge required:	<ul style="list-style-type: none"> • Knowledge of health and safety • Knowledge of food hygiene



5. Qualifications required:	<ul style="list-style-type: none">• Food Hygiene certificate (desirable)• There are no specific qualifications required for this role. Training will be provided.
DBS check required:	No

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

How to apply

Please email your CV and cover letter to Julie Hainsworth – Julie.Hainsworth@sodexo.com

Or post to:

FAO: Julie Hainsworth
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