

## DARTMOUTH GOLF AND COUNTRY CLUB

### **JOB DESCRIPTION**

**Job Title:** Food and Beverage Assistant

**Department:** Food and Beverage

**Responsible To:** Food and Beverage Manager

**Direct Supervisory Responsibility for:** None

**Main Purpose of Job:**

- To take responsibility for the service of food and beverages and to assist in the preparation of food products as part of the Food and Beverage team.
- To be an integral part of the smooth running of bar and catering areas.
- To clear and clean tables and working areas, including equipment and utensils.

**Main Duties and Responsibilities:**

- To comply with all stock, health and hygiene procedures in all areas.
- To assist, as directed with all aspects of the preparation and presentation of food.
- To serve alcohol and adhere to all statutory regulations.
- To assist at service time and promote a customer friendly atmosphere.
- To handle cash, operate tills and record sales information as required on a daily basis.
- To receive any training as is necessary to maintain high standards.
- To undertake all aspects of cleaning schedules as requested.
- To ensure all required areas are stocked during service times and rotated as required.
- Maintain correct procedures on out of date stock.
- To ensure a high standard of personal and general cleanliness and hygiene to comply with statutory and company regulations.
- To assist at special functions and banquets, some of which may occur outside of normal working hours.
- To provide a high level of customer care and service when delivering and serving internal and external hospitality.
- To report all customer complaints or compliments and take action, where necessary.
- To report immediately any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- To attend to any reasonable request by your line manager or catering management.