POSITION DESCRIPTION

SANDWICH ARTIST

RESPONSIBLE TO: Subway Unit Manager

SUBORDINATE POSITIONS: Nil

CONDITIONS: UniCentre Services Agreement

SECTION: Subway

JOB SUMMARY

To assist the effective operation of the Subway outlet with an emphasis on a high level of customer service and food handling techniques.

CUSTOMER SERVICE:

1. Demonstrate a complete understanding of menu items and explains it to guests accurately.
2. Exhibits a cheerful and helpful manner when dealing with guests.
3. Greets guests and prepares their orders, uses Point of Sale system/cash register to record the order and computes the amount of the bill, collects payment from guests and makes change.

FINANCIAL CONTROL:

4. Accounts for all forms of money, bread, etc. during the shift

PEOPLE AND CULTURE:


BUSINESS PROCESS AND INNOVATION:

6. Prepare food neatly, accurately, and in a timely way.
7. Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.
8. Cleans as directed.
9. Understands and adheres to all quality standards, formulas and procedures as outlined in the Operations Manual.
10. Understands and adheres to proper food handling, safety and sanitization standards while preparing food, serving food, and clean up.
POSITION DESCRIPTION
SANDWICH ARTIST

OTHER:

11. Performs light paperwork duties as assigned

WORK HEALTH AND SAFETY:

12. Maintain a clean and safe work environment while complying with all UniCentre safety policies and procedures.


14. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so safely.

15. Participate in workplace consultative meetings as required and recommend improvements to relevant Standard Work Method Statements.

16. Ensure that all tasks are conducted in a manner consistent with the Standard Work Method Statements.

Signed: ____________________________ Date: ____________________________
Sandwich Artist

Signed: ____________________________ Date: ____________________________
Manager
POSITION DESCRIPTION
SANDWICH ARTIST

PERSON SPECIFICATION:

1. Experience in Subway, or the hospitality industry, in food and beverage preparation and service.
2. Delivery of quality customer service 100% of the time.
3. Ability to create value for customers.
4. Foster continuous improvement.
5. Demonstrated knowledge in the handling and security of cash, register operation.
6. Self motivated individual with an ability to work autonomously.
7. Knowledge and value of WHS standards.
8. Demonstrated ability to maintain attention to detail.
9. Achieve through teamwork.
10. Maintain a high level of professional presentation and conduct.
11. Knowledge and experience of safe food handling practices including HACCP.