

Agreed Job Description and Person Specification

PART 1 – JOB DESCRIPTION

Job Title: Catering Assistant

Line Manager: Chef Manager

Job Purpose

- To assist the catering service and staff in the attainment of excellence in the provision of high quality fresh food to patients, visitors and staff.
- To prepare, serve and provide fresh, homemade, high quality, nutritional meals and refreshments for patients, appropriate to any special dietary and ethnic needs.
- To provide staff meals, catering and refreshments.
- To provide meals or buffets as necessary for any other outside body, as required.
- To ensure that all facilities meet requirement under the in-force Health & Safety and Hygiene standards.

Responsibilities:

Catering Responsibilities

- To work within the kitchen preparing the breakfast, lunchtime meals and supper service.
- Prepare, cook and serve the planned dishes on the day from scratch using fresh ingredients, varying the menu if required, depending on the needs of patients and visitors.
- Work closely with the staff on the In-patient Unit, Day Hospice and multi-disciplinary team supporting them to give guidance on meal selections/catering requirements reflecting dietary requirements.
- Ensure the provision of staff refreshments, snacks and meals.
- Ensure the provision of a catering service for training facilities and functions as requested.
- Ensure all meals are prepared according to HACCP (Hazard Analysis and Critical Control Point) and food health and hygiene systems recording all evidence as required in line with the Environmental Health and Healthcare Commission.
- Support the In-patient Unit kitchen including the checking of stock levels, replenishing goods in date order and recording of fridge/freezer temperatures.
- Adhere to cleaning schedules in the main, In-patient Unit kitchen and staff room are carried out to ensure high standards are maintained to minimise the risk of and spread of infection, and to ensure staff work within Health & Safety, COSHH (Control of Substances Hazardous to Health) and infection control guidelines.

- Ensure compliance with all safety aspects of kitchen equipment: used for intended use, stored correctly, kept clean and any defective/broken equipment is reported immediately, taken out of service and labelled accordingly.
- Ensure the reporting of all accidents are recorded in correctly and in a timely manner.
- Work safely with current Health and Safety and Food Hygiene legislation.
- Liaise with the Chef Manager and other catering staff regarding other duties which may be required eg baking cakes, preparing vegetables; various cleaning duties in the kitchen and food store

Communication

- Demonstrate tact and diplomacy in discussions with patients and staff.
- Use high levels of sensitivity and reassurance in working with patients and their families.

Professional Responsibilities

- To maintain confidentiality.
- To work within the policies and guidelines of Weston Hospicecare.
- To be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates.
- To maintain good working relationships with all members of the hospice staff and volunteers.

Educational Responsibilities

- To keep up-to-date with current practice and legislation.
- To maintain and improve own competence by attending in service and external training sessions as agreed with line manager and identified, as appropriate, by participating in an annual appraisal.
- To attend all statutory and mandatory training as required.

Health and Safety

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work.
- To co-operate with the Hospice as far as is necessary to enable them to carry out their legal duty.
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work.

Additional Job Facts

- Work unsupervised as required
- Must be able to work 7 days on a rota basis

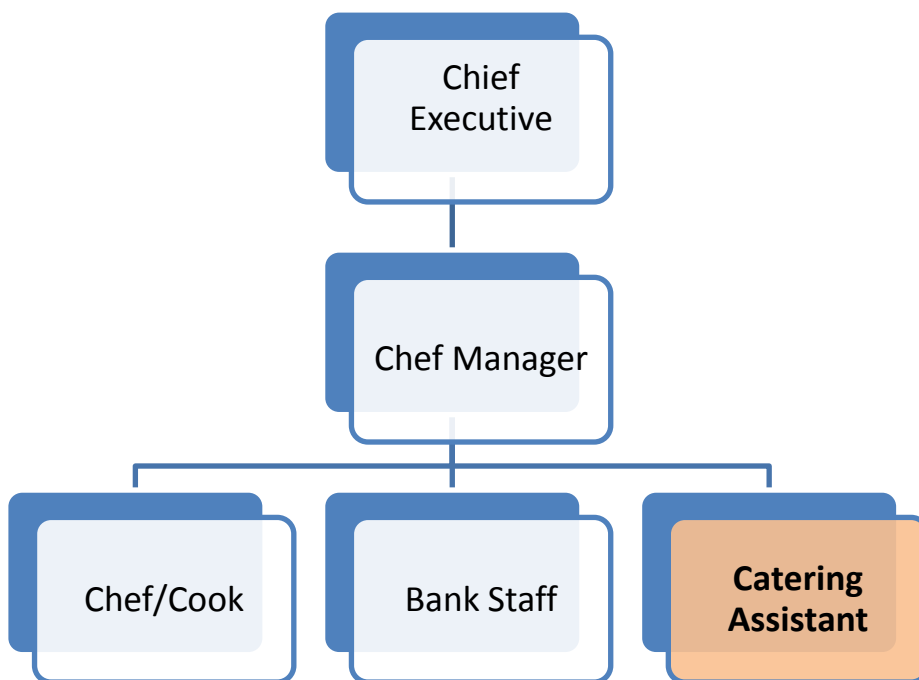
Scope of Job Description

- This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may

vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

- This job description is subject to periodic review and amendment.
- To undertake any reasonable request by your line manager.
- To undertake specific duties of any other member of the catering team in the event of their absence.

Organisational chart



PART 2 – PERSON SPECIFICATION – CATERING ASSISTANT

Criteria	Essential (E)/ Desirable (D)	How Evidenced & Assessed
Qualifications and Training		
<ul style="list-style-type: none"> ▪ City and Guilds 706/1 and 706/2 or NVQ Level 3 ▪ Current Basic Food Hygiene Certificate 	E E	A A
Experience and Knowledge		
<ul style="list-style-type: none"> ▪ Experience in catering ▪ Good understanding of nutritional needs ▪ Excellent food presentation skills ▪ Experience of working in a healthcare environment ▪ Knowledge of dietary requirements for different physical conditions (eg diabetes) 	E E E D D	A/I A/I A/I A/I A/I
Communication and people skills		
<ul style="list-style-type: none"> ▪ Able to demonstrate effective communication skills with a wide range of people and ability including patients, staff, outside suppliers ▪ Able to communicate effectively in all forms of communication, written, verbal, email ▪ Approachable and friendly 	E E E	I I I
Skills		
<ul style="list-style-type: none"> ▪ Good food presentation skills required using colour, flair and imagination ▪ Knowledge of cleaning and maintenance of kitchen equipment ▪ Ability to plan workload methodically ▪ Ability to work on own or as part of a team ▪ Adaptable in dealing with last minute requests for food ▪ Planning skills for rotas, menus and the provision of nutritionally balanced meals and menus 	E E E E E D	A/I A/I A/I A/I A/I A/I
Other Requirements		
<ul style="list-style-type: none"> ▪ High standard of personal hygiene ▪ Good timekeeper, reliable and enthusiastic ▪ Self motivated with appositive, flexible approach to the work rota ▪ Committed to the provision of services for people within the hospice with a life limiting illness ▪ Ability to cook for varying numbers at short notice ▪ Ability to work unsociable hours, including weekends and bank holidays 	E E E E E E	I I I I I I

Key

E	Essential	A	Application
D	Desirable	I	Interview