

**JOB DESCRIPTION**

**AFC: A0024a**

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| <b>JOB TITLE:</b>      | <b>Catering Assistant</b>                   |
| <b>GROUP:</b>          | <b>Corporate – Nursing &amp; Facilities</b> |
| <b>GRADE:</b>          | <b>Band 2</b>                               |
| <b>RESPONSIBLE TO:</b> | <b>Line Manager</b>                         |
| <b>ACCOUNTABLE TO:</b> | <b>Departmental Manager</b>                 |

**JOB SUMMARY:**

To carry out a wide range of general catering duties in an efficient and effective manner to ensure that a high quality service is provided at all times. This post has a significant amount of personal contact with Staff, Patients and Members of the Public.

**MAIN RESPONSIBILITIES:**

1. To carry out basic food preparation, packing, labelling and chilling of sandwiches and other food products, according to set recipes and procedures.
2. Packing and labelling of pre-prepared food commodities for patients special diets.
3. To carry out basic cooking duties including breakfast and back bar items.
4. To operate cash registers and reconciliation of monies in line with departmental policies and procedures.
5. To prepare and deliver hospitalities in accordance with hospitality forms.
6. To clean, fill and attend to vending machines on a daily basis.
7. To serve meals in the staff dining room and other associated areas as required and to portion food in the correct manner according to portion controls for patients and the retail service.

8. To prepare restaurant counters, refrigerated commodities and ensure that restaurant tables have all items ready to carry out efficient service.
9. To distribute provisions, meals and equipment within the department and hospital site.
10. To clean equipment and premises in accordance with duty rotas and work schedules using the appropriate equipment and chemicals. This will include the immediate outer areas of the building.
11. Report any sightings of pests or damage to the fabric of the catering areas that could provide potential harbourage to pests.
12. To operate equipment e.g scrubbing machine, flight dishwasher, cash register etc. in a safe and responsible manner after training and to report faulty equipment to Teamleader/Manager.
13. To dispose of all waste food and refuse in a hygienic manner and in accordance with the waste food policy.
14. To complete all relevant control documents including, daily quality report sheets recording the temperature of food and equipment and to report any untoward issues to Teamleader/Manager.
15. To receive telephone calls and refer to the appropriate person.
16. To promote a positive and professional image of the catering services in order to maximise sales.
17. To wear appropriate approved protective clothing provided, in accordance with role and food hygiene policy.
18. To inform and seek advice where appropriate from Teamleader/Manager should any concerns arise which may affect the smooth running of the department.
19. To comply with hospital and departmental rules, procedures and policies.
20. To attend training sessions, in order to update skills, knowledge and good practices.
21. To attend staff meetings and team briefs as appropriate.
22. To open the food stores areas as necessary at the start of the shift
23. To carry out all duties, adhering to manual handling and lifting procedures/practice.

To ensure all stores are correctly rotated, used in date order and any out of date products are disposed of in the correct manner.

To be aware of patient special diets and to ensure that all special dietary needs / requests are followed.

Provide a helpful courteous service to staff, visitors and patients.

Demonstrate workplace routines to new members of staff as requested.

Maintain the highest standards of personal hygiene.

To open and close units ensuring equipment is turned off and areas secured.

To prioritise duties to ensure the service needs are achieved.

On occasions staff may be required to work without supervision and make work place decisions.

### **CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

### **SMOKING:**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy

### **HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

### **RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

**EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

**CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

**USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.