

## ST. MICHAEL'S HOSPICE

<b>JOB TITLE</b>	Catering Assistant	<b>DEPARTMENT</b>	Catering
<b>Number doing this job</b>	5	<b>Date</b>	14.4.07.
<b>Location</b>	Kitchen		

### Main purpose

To provide quality food to patients/relatives/staff and others and to maintain a high standard of hygiene at all times.

### Position in organisation

(See organisation chart)

### Scope of job

#### Planning and preparation 25%

Prepare food in accordance with menus planned by the Head Cook  
Prepare vegetables, salads and sandwiches, maintaining quality  
Use supplies and equipment correctly and economically  
Liaise with nursing staff/patients ensuring dietary requests are met.

#### Cooking/storage and food service 25%

Cook patients breakfasts and suppers, maintaining quality and presentation according to the menu  
Provide sandwiches/salads/buffet foods as required for meetings and educational courses  
Record temperatures of fridges and freezer  
Make sure all food is stored safely and at the correct temperature that complies with the statutory regulations

#### Washing up and cleaning 30%

Wash up and put away used crockery, utensils and pans throughout the working day  
Clean kitchen equipment after use working to the daily cleaning schedule and to document daily and weekly cleaning tasks according to kitchen cleaning schedule  
Use cleaning chemicals in accordance with COSHH  
Kitchen (including floors and work surfaces) must be left in a hygienic, tidy and safe condition at the end of each shift.

#### Health and Safety 20%

Maintain working practices that meet statutory and environmental regulations with regard to food handling, hygiene and health and safety.  
Maintain kitchen, cooking areas, store rooms and catering equipment in a clean and safe condition, reporting any faults to the Head Cook  
Attend mandatory training including Food Safety, COSHH, fire training and manual handling.  
Report accidents immediately to the Head Cook or in her absence to the Head of Support Services or another member of the Hospice Management Team.

### **Dimensions and limits of authority/influence**

Food must be prepared to the standard and time frame as set by the Head Cook to meet the demands of the organisation, and in accordance with Food Hygiene Inspection Regulations.

### **Skills/activities**

	<b>Indicator</b>
Food preparation/cooking and storage	A
Knowledge of HACCPs and COSHH	C
Ability to use kitchen equipment	A
Good communication skills	B
Some organisational skills to prioritise and meet deadlines	B
Ability to work independently and on own initiative	A
Literacy and numeracy	B
Sensitivity to Hospice environment	B
Ability to provide dietary advice	B

### **Decisions/recommendations**

Recommendations for dietary advice and planning for patients/staff/relatives and outside agencies.

Decisions needing immediate action whilst working alone during a supper shift

Support and develop the Catering Department's working practices

### **Communication**

Occasional contact with distressed patients/relatives about catering arrangements. Unplanned. Usually one-to-one.

### **Allocation/checking of work**

Works to planned menu

Uses own initiative, self checking, under direction of the Head Cook

Visual and taste checking carried out by cook on duty

Must comply with statutory regulations and safe practices at all times

### **Physical effort**

Work is physically demanding. Bending, lifting, pushing and pulling and stretching for most of the shift.

Moving 20 kg. weight using sack trolley

Operation of industrial dishwasher

Manual handling of food service trolleys, saucepans and milk crates

### **Working conditions**

To ensure continuity of the catering service this role requires flexibility and willingness to cover others shifts and work allocations, within reason, when required.

Hot humid kitchen for long periods of the day and more so in summer months.

Constantly exposed to hazards such as sharp instruments, hot liquids/gas and electrical catering equipment, i.e. ovens, fryers, grill, hotplate, microwave.

Walking on potentially slippery floors

Protective uniform, hat and shoes worn and where necessary protective gloves/goggles

Potential contact with emotional or distressed patients and visitors

### **Qualifications and knowledge**

Basic Food Safety level 2 (training will be provided for this)

Some knowledge of COSHH and Health and Safety

Some knowledge of Food Safety regulations

Some knowledge of nutrition (training will be provided)

**Experience**

At least one year's experience working in a catering environment.

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**Job Title:** ..... **Department** ..... **Date** .....

**Job Description written by:** .....

**Signed:** ..... **Signed:** .....  
(Job holder) (Manager)

**Print name:** ..... **Print name:** .....

**Date:** ..... **Date:** .....

N.B. This section will be removed from the copy to be used for Job Evaluation purposes.