

**Job Description**

**Job Title:** Catering Assistant

**Spinal Point Range:** 4

**Hours:** 37.5

**Department**: Facilities

**Location:** St Michael’s Hospice, Bartestree

**Reports to:** Catering Manager

**Responsible for:** N/A

**Job Purpose:** To undertake a range of catering activities e.g. food preparation, cooking, serving, washing up, etc. that complies with all food hygiene requirements for staff, patients and visitors to St Michael’s Hospice.

**Responsibility Areas:**

**Catering**

* Prepare food and cook meals in accordance with menus and under the direction of the Cook.
* Deliver a high standard of customer service at all times.
* Monitor food usage and wastage.
* Demonstrate an active passion for modern trends and fresh produce, using fresh ingredients and seasonal produce.
* Ensure that cleaning schedules are completed daily and recorded.
* Maintain kitchen and cooking areas, store room, toilet and catering equipment are kept in a clean and safe condition.
* Provide guidance to fellow staff and volunteers in all areas of catering.

**Communication**

* Ensure that hospice safeguarding procedures are followed.
* Attend team meetings.

**Legislative Compliance**

* Ensure food hygiene and dietary standards are consistently met and maintained in accordance with current legislative requirements.
* Ensure compliance with all Hospice policies and procedures.
* Ensure compliance with all statutory and environmental health regulations.
* Ensure that General Data Protection Regulation (GDPR) is adhered to in all areas.
* Participate in all regular Fire and H&S checks.

**Property Maintenance**

* Monitor and communicate any maintenance issues to the Catering Manager.
* Ensure that all equipment is safe to use and escalate problems to the Catering Manager.
* Administer the rules of good housekeeping in all areas.

**Person Specification**

**1) Specialist Knowledge and Experience**

**Essential**

* Level 2 Food Hygiene Qualification (training given if required)
* Knowledge of Control of Substances Hazardous to Health Regulations (COSHH) regulations and Hazard Analysis and Critical Control Points (HACCP)

**Desirable**

* One year’s experience of catering establishment
* NVQ level 2 in catering (training given if required)
* Knowledge of Health & Safety, Manual Handling and Trading Standards
* Basic IT skills

**2) Skills and Behaviours**

**Quality Orientation:** Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.

**Relating to others:** Relates well to different types of people, listens and gets on with them. Quickly builds rapport and establishes relationships

**Team working:** Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and create a sense of team spirit.

**Organisation:** Able to organise own time efficiently.

**Reliability:** Follows direction from supervisors and respects policies and procedures. Shows commitment to the organisation and task completion

**Resilience:** Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control of themselves.

**3) Special Conditions**

* This post is conditional to a standard Disclosure and Barring Service (DBS) Check.
* Requirement to work weekends and evenings on a rota basis.
* Physically demanding.
* Long periods of standing and turning.
* Hot, humid kitchens with limited space.
* Exposed to regular hazards such as sharp instruments, hot liquids, and electrical catering equipment- grill, oven, microwave.
* Potentially high risk of slips and trips in catering area.
* Unsocial hours payments:
* Saturdays Payment at basic salary + 33.33%
* Sundays Payment at basic salary + 66.66%
* Bank Holidays Payment at basic salary + 66.66%
* Nights Payment at basic salary + 33.33%

**Our values**

* Respect, dignity and the privacy of our patients and families always come first
* Compassion and respect towards each other
* People are at the heart of everything we do
* Transparency and candour
* Collaborative working and a common-sense approach

**Equal Opportunities Statement**

At St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

January 2023