

CATERING ASSISTANT: JOB DESCRIPTION

Job Summary	
Responsible To	Head of Housekeeping
Responsible For	n/a
Job Purpose	To assist the Cook in providing high quality service to service users whilst adhering to Food Safety and COSHH standards
Location of Job	Hospital or Nursing Home
Department	Housekeeping
Description of Duties	
Primary Functional Objectives of the Role	<ul style="list-style-type: none"> • To assist with serving breakfast, lunch and supper to each service user in a well presented and friendly manner • To collect and wash used crockery and cutlery from service users and visitor and staff kitchens • Maintain a high standard of cleanliness in work station and food storage areas • To assist, under the instruction of the Deputy, with obtaining service user menu choices for the day and passing this to the Cook for preparation • Ensure the drinks trolley is clean and fully stocked for afternoon tea service • Assist with service beverages to service users • Be familiar with and able to use all equipment and products as necessary to fulfil the duties of this post • Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.
Primary Leadership Objectives of the Role (If Applicable)	<ul style="list-style-type: none"> • Lead by example in all aspects of Food Hygiene and Safety, Infection Control, COSHH and other departmental guidelines.
Responsibilities for:	
Assets	<ul style="list-style-type: none"> • Responsible for the safe handling and use of equipment provided by the Trust
Communications	<ul style="list-style-type: none"> • Excellent communication required in a complex and varied department; written and verbal. • Excellent communications and negotiation skills when liaising with external suppliers.

Please find the Person Specification for this post below

CATERING ASSISTANT: PERSON SPECIFICATION

Experience & Knowledge

None Essential as full training provided.

Qualifications

- None essential

Mental Demands

- High levels of mental demand on a daily basis.

Physical Demands

- Moderate levels of physical activity from light dexterity to heavy lifting.

Health & Safety (exposure to risk)

- High exposure to risk – infection control, COSHH, Manual Handling and Fire

Authorised by:		Accepted by:	
Manager's name:		Job Holder's name:	
Signature:		Signature:	
Date:		Date:	

This job description is not exhaustive.

The job description outlines the current position and will be subject to review in the light of development within the service, in consultation with the post holder as detailed in your Contract of Employment.