

**Job Description**

**Job Title:** Catering Assistant

**Responsible to:** Catering Manager

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**Role Summary:**

To assist with the efficient and successful running of the Hospice catering department to the agreed standards with special regard to hygiene, cleanliness, food quality, safety and patient welfare.

To assist with the preparation of nutritionally sound meals for patients, staff and visitors including therapeutic diets to acceptable standards of quality.

**Responsibilities:**

- Preparation of vegetables, occasional light meals, fruits, salads and sandwiches
- Serving and despatching of all types of meals when required and to the standard specified by the Catering Manager/Cooks
- Cleaning of equipment and utensils to specified hygiene standards
- Keeping all areas clean and tidy in accordance with standards detailed in procedures as well as complying with hygiene and Health and Safety standards (Safer Food Better Business)
- Any other duties as required for the smooth running of the catering department, as specified by the Catering Manager or cook on duty
- Support the volunteers of Café K (working in the café as required) - ensuring adequate stock is available during opening times
- Support the volunteer rotas for the catering department including afternoon tea and café
- Providing a friendly effective service (NB - the post holder will come into direct contact with patients, relatives, visitors, staff and volunteers)
- Maintaining a high standard of personal appearance and hygiene
- Maintaining and wearing a uniform as provided whilst on duty
- Complying with statutory regulations Health and Safety, Hygiene, COSHH, Fire and Manual Handling
- Attending departmental training sessions as required

This document is a guideline to the general scope of duties involved and will be reviewed at regular intervals. It is not intended as a rigid inflexible specification and will be subject to the changing requirements of Dr Kershaw's Hospice.

## **PERSON SPECIFICATION**

### **JOB TITLE: CATERING ASSISTANT**

	<b>ESSENTIAL</b>  The qualities without which a post holder would not be appointed.	<b>DESIRABLE</b>  Additional qualities which can be used to choose between candidates who meet all the criteria.	<b>METHOD OF ASSESSMENT</b>  Application form/ Interview/ Certificate / Other.
<b>QUALIFICATIONS</b>	Basic Food Hygiene Certificate		Application form/CV/ interview and certificates
<b>EXPERIENCE</b>	Working in catering environment  Experience of working as part of a team	Experience in hospice environment/healthcare setting	Application form/CV /interview and references
<b>SKILLS/KNOWLEDGE</b>	Preparation of main meals from fresh ingredients  Knowledge of safe food handling and storage understanding of environmental health standards for catering  Skilled in using typical kitchen equipment found in commercial catering establishments.  Ability to work in a busy kitchen environment under pressure		Application form/CV /interview and references.
<b>OTHER</b>	Excellent communication skills  Kind, compassionate nature for dealing with patients, relatives  An understanding of the charitable aims and ethos of the Hospice.  Able to work with Hospice volunteers and understand their role at the Hospice.  Willingness to undertake further training	Experience working in a service delivery setting	Interview/References