

## **HOSPITAL SERVICES**

### **CHILLER PACKING CATERING ASSISTANT**

#### **GRADE A/3**

#### **JOB DESCRIPTION**

##### **JOB SUMMARY:**

To be part of the Chiller Packing team, assisting with the day to day operation of the Central Production Units Chiller/Packing Rooms, ensuring correct chilling, labelling, packing, allocation, storage and distribution of all cook-chill food production in accordance with departmental procedures and guidelines.

##### **RELATIONSHIPS:**

The post holder will report primarily, to Head of Section (HOS), main kitchen and the Chiller Supervisor.

The post holder will be required to liaise with all HOS, Catering Administration, the Deputy Catering Manager and Catering Manager.

##### **MAIN DUTIES AND RESPONSIBILITIES:**

- To assist with the organising and the efficient running of the blast chillers and cold holding facility.
- To ensure all cook-chill food production is chilled, packaged and distributed in a correct and timely manner in accordance with agreed procedures. This includes maintaining accurate food chilling records and to pass on these results to the HOS at the end of each production day.
- To liaise with HOS main kitchen and Catering Administration in regard to service developments in food production, distribution and scheduling as well as any food production problems, e.g. production shortage, over production or quality issues.
- To maintain a high standard of food safety and food hygiene throughout the chiller areas.
- To follow the Catering Hygiene Policy guidelines along with the departments Personal Hygiene Rules in maintaining a clean uniform and hygienic appearance. Ensuring that all required protective clothing is worn at all times, and that the department's jewellery policy is adhered to at all times.

- To order through the store person any non-cook-chill food items required for delivery to outside customers as well as maintaining adequate stock levels of food labels, food boxes and lidding film.
- To ensure any out of date cook-chill production is reported to the Deputy Catering Manager or the Catering Manager and then discarded, in accordance with agreed procedure.
- To follow the departments COSHH Policy (control of substances hazardous to health) in using the correct personal protective equipment using the correct detergents and dilution rates and to only use cleaning materials authorized within the department. To follow the Catering Departments HACCP (Hazard Analysis of Critical Control Point) documentation to ensure food safety.
- To ensure all equipment and machinery including cold rooms are functioning correctly and to report any temperature changes to the HOS.
- All hazards must be reported immediately to the HOS, Deputy Catering Manager or Catering Manager.
- To participate in mandatory training and refresher courses as well as familiarizing yourself with HSC Policy's in relation to the post.
- Take all possible steps to safeguard the welfare and safety of patients, staff and not least oneself, in accordance with the Health and Safety at Work (General Ordinance) Guernsey 1987.

**This job description gives an outline of the duties which the post holder will be expected to undertake, but it is not intended to be comprehensive as other duties may arise from time to time. It will be subject to review to ensure that it reflects the current duties and responsibilities of the post holder. Review may take place at any time, but specifically at yearly intervals.**

### **KEY CRITERIA:**

#### **ESSENTIAL**

1. To be physically fit, as the job has a high level of moving and handling tasks.
2. To have a flexible approach to working hours to enable the efficient delivery of the service over a two shift, 7 day period, including weekend and public holidays.
3. The ability to work in a hot or cold and busy environment.
4. The ability to work on own initiative and work to tight deadlines.
5. To have a good command of the English language, able to read warning labels and to communicate effectively to colleges and service users.

## **DESIRABLE**

6. To hold an up to date level 2 food hygiene certificate or willing to work towards.
7. To hold an up to date level 2 HACCP certificate or willing to work towards.
8. Experience in Production or hospital catering and Cook Chill Operation.

## **KEY COMPETENCIES:**

### **Leadership**

- Proactive, supportive to the catering hygiene requirement. Flexible in the approach to the jobs, duties and work schedule/shifts.
- Able to stay calm under busy workloads.

### **Teamwork**

- Proactively support the whole catering team.
- Act in a fair and respectful way when dealing with others.

### **Accountability**

- Co-operate with and be open to the possibilities of change and consider ways to implement and adapt to change in own work role.
- Communicate and interact with co-workers and peers in a way that portrays team attitude and gives a good impression of the Public Service to service users.