



States of
Guernsey

HOSPITAL SERVICES

PLATED MEAL CATERING ASSISTANT

PSE GRADE A

JOB DESCRIPTION

JOB SUMMARY:

The post holder will work as part of the Catering Services Team. Core responsibilities to include, general duties in the kitchens and associated areas. To assist in the efficient service of food to patients at the Princess Elizabeth Hospital through the plated meals service, including associated cleaning and hygiene related duties

RELATIONSHIPS:

- The post holder will report primarily, to HOS (head of section).
- The post holder will be required to liaise with all HOS as well as kitchen staff and the catering store Staff.

MAIN DUTIES AND RESPONSIBILITIES:

- Mainly assist with the plated meal service team in the dishing up of patient meals along with the preparation and cleaning down of the patient food trolleys.
- To assist in the accurate and timely service of food to patients, paying special attention to presentation, portion control and food safety under the supervision of the Catering Supervisor.
- To assist in the preparation and handling of food in a safe and hygienic manner according to the hygiene codes of practice, including but not limited to, assisting the Chefs with sandwich preparation and carrying out basic catering tasks.
- 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 ensure that all food stuffs are within Best Before or Use by Date. To inform the Chef on duty of any out of date food stuffs.
- To assist in the Gloucester Dining Room if required.
- The cleaning of patient food trolleys, the cleaning of crockery/cutlery and food trays from returned patient food trolleys.
- To make up Ward Stores Boxes and distribute to wards, ensuring all food items are in good condition and are within the use by date. To liaise with the catering store staff to ensure adequate stock levels are maintained.
- To follow departmental cleaning schedules and carry out general cleaning duties as required.
- To follow the departments COSHH Policy (control of substances hazardous to health) in using the correct personal protective equipment and using the correct detergents and dilution rates and to only use cleaning materials authorized within the department.
- To report any damage or faults to equipment, machinery and premises, all hazards must be reported immediately to the HOS 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.

KEY CRITERIA:

ESSENTIAL

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

6. The ability to work well within the catering team.

DESIRABLE

7. Experience in the food service industry.
8. To hold an up to date level 2 food hygiene certificate.

KEY COMPETENCIES/BEHAVIOURS:

Teamwork

- Proactively support the whole catering team.
- Act in a fair and respectful way in 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.