



## **HOSPITAL SERVICES**

### **CATERING ASSISTANT**

#### **PSE GRADE A**

#### **JOB DESCRIPTION**

#### **JOB SUMMARY:**

The post holder will work as part of the Catering Services Team. Core responsibilities will include, general duties in the kitchens, dining room, cold stores, and associated areas, including cleaning of premises and equipment, preparation of vegetables, fruit, salads and sandwiches, assisting in the plating up of patient meals. Other responsibilities will include making up and delivery of ward stores requisitions. Duties will also include work in the low temperature packing room and cold stores.

#### **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 ward kitchen staff and the catering store Staff.

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

- 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 in the weighing up and portioning of cook-chill and meals on wheels food production, assisting with fruit, salad and sandwich preparation and carrying out basic catering tasks e.g. frying chips and eggs in the dining room.
- 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 provide a service of food and beverage to staff, visitors and other customers under the guidance of the restaurant Head Of Section and to deal with all visitors to the dining room in a calm and pleasant manner.

- Making up of hospitality food and drink orders and the delivery of these orders.
- To assist the plated meals team in the dishing up of patient meals along with the preparation and cleaning down of the patient food trolleys.
- Working within cold stores and assisting the team with the chilling, portioning, packing and distribution of Cook-Chill meals.
- 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.

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 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.
2. To cover shifts in other HSC catering departments if required.
3. To have a good level of physical fitness, the job requires moving and handling tasks.
4. The ability to work in a hot and busy environment.

5. To have a good command of the English language, able to read warning labels and to communicate effectively with colleges and service users.
6. The proven ability to work on own initiative and work to tight deadlines.
7. The ability to work well within the catering team.

#### **DESIRABLE**

8. Experience in customer / food service.
9. To hold an up to date level 2 food hygiene certificate.
10. Basic understanding of COSHH 'Control of Substances Hazardous to Health'
11. Hold a valid driving licence.

#### **KEY COMPETENCIES/BEHAVIOURS:**

##### **LEADERSHIP**

Understand what is required of them in their role and how this contributes to the priorities of their team and the wider organisation

Proactive, supportive to catering hygiene requirement. Flexible in the approach to complete 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 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.