

## JOB DESCRIPTION – CATERING ASSISTANT

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<b>JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>	<b>Catering Assistant</b>
<b>REPORTS TO:</b>	<b>Senior Cook / Head of Catering</b>
<p><b>CONTEXT:</b> The Hospice of St Francis Charity provides essential free care across West Hertfordshire and South Buckinghamshire and inspires people to raise over £5million every single year to fund this care. Our care at home and in the Hospice, delivered through inter-disciplinary teams and skilled volunteers is rated outstanding by the Care Quality Commission. As a local employer we aspire to meet this ‘outstanding’ rating in all aspects of what we do, from the experience of staff and volunteers through to our compliance with the corporate, financial, fundraising, charity and trading regulations for our business.</p>	
<p><b>OVERALL JOB PURPOSE:</b></p> <ul style="list-style-type: none"><li>• To work within the kitchen providing assistance to catering staff in food preparation and cleaning</li><li>• To assist the Catering Manager, Senior Cooks and Cooks in food preparation as required.</li><li>• To assist with general and deep cleaning of catering area and equipment.</li><li>• Represent the organisation and uphold the organisations reputation and values</li></ul>	
<p><b>KEY RESPONSIBILITIES:</b></p>	
<p><b>1. What will I do each day?</b></p>	
<p>1.1 Maintain high standards of hygiene at all times and in accordance with environmental Food Health and Safety, Better Business for preparation of food, and the handling and storage of goods</p>	
<p>1.2 Assist in food preparation for example: vegetables, salads, sandwiches etc. as directed by Catering Manager or Senior Cook / Cook</p>	
<p>1.3 Assist with the daily cleaning and regular deep cleaning of catering areas, equipment, and surfaces, as directed by Catering Manager or Senior Cook / Cooks in accordance with Hospice guidelines, and environmental health requirements</p>	
<p>1.4 Report any faulty equipment to Catering Manager or Senior Cook</p>	
<p>1.5 Demonstrate professional expertise and ensure all tasks are completed in line with best practice and Hospice policy</p>	
<p><b>2. Productivity</b></p>	
<p>2.1 Work as a team with catering and all other hospice staff and volunteers.</p>	
<p>2.2 Maintain the Hospice Values including contributing to a culture within the catering team that ensures that patients and families are served with kindness and respect at all times</p>	
<p>2.3 Ensure communication with colleagues across the organisation is professional, and maintain excellent working practice</p>	

This list of tasks and responsibilities is not exhaustive and the job holder may be required to undertake other relevant and appropriate duties as required by the Manager. This Job Description can be amended by agreement with the Post Holder and Manager.

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<b>3. Governance</b>
3.1 Attend training as directed by line manager
<b>4. Personal Development</b>
4.1 Maintain continuing professional support and self-development to develop own skills and knowledge through additional education and training
<b>5. Health and Safety</b>
5.1 Ensure that all accidents, involving patients, staff, volunteers or visitors, are reported in line with the Hospice's Incident Reporting Policy when Catering Manager or Senior Cook is not on duty.
5.2 Understand and comply with Health and Safety, Fire and Infection Control regulations, and Hospice policy, to assure compliance and resolve and/or mitigate risk
5.3 Ensure own safety, patients and visitors in accordance with the Hospice Health and Safety Policy on-site and off-site at Hospice run events
<b>6. Safeguarding</b>
6.1 To act in a manner that safeguards the interests of beneficiaries and upholds public trust and confidence in The Hospice of St Francis

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