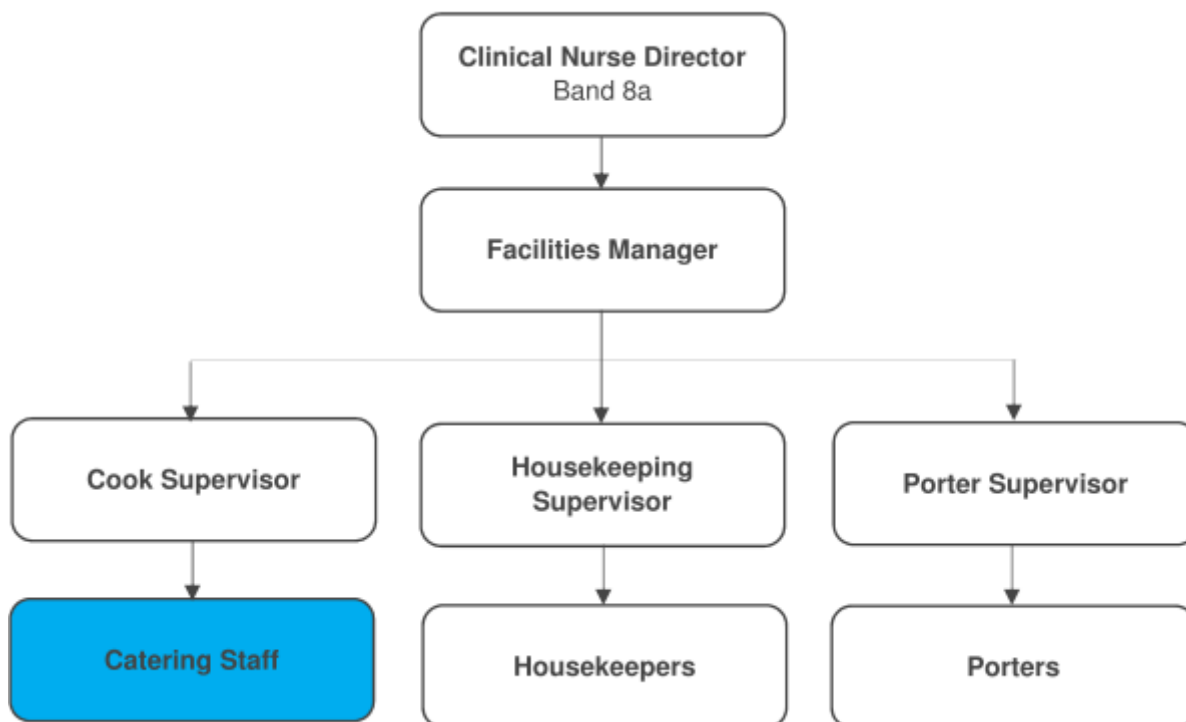


JOB DESCRIPTION

Job Title:	Catering Assistant (Bank)
Department:	Facilities
Post Holder:	tbc
Pay Scale:	Ancillary 1
Reports to:	Cook Supervisor
Accountable to:	Facilities Manager

Organisation Chart:



Job Purpose:	<p>To maintain a clean, safe working environment and to assist in the delivery of all catering services to patients, staff and visitors within the hospice.</p> <p>To have an understanding attitude to patients and their relatives, visitors and volunteers in the hospice setting.</p>
Key Working Relationships:	<p>Facilities Manager</p> <p>Cook Supervisors</p> <p>Clinical Nurse Director</p> <p>Clinical Teams</p> <p>Volunteers</p>

The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Role Responsibilities:

- Provide a high standard of catering to patients, staff and visitors within the hospice.
- Clean crockery, cutlery, utensils, containers and small scale equipment manually and by use of machine.
- Clean floors, work surfaces, furnishings and related equipment manually and by use of machine.
- Prepare, present and deliver food items to patients.
- Prepare, present and deliver buffet food and refreshments for functions and events as requested by the hospice.
- Prepare and present food items, such as sandwiches and snacks for sale to staff, patients and visitors.
- Assist with basic food preparation and cooking.
- Comply with hygiene regulations with regard to food service, equipment cleaning and departmental cleanliness.
- Ensure warning signs are used at all times when carrying out floor cleaning duties.
- Maintain high personal hygiene standards and comply with uniform policy at all times.
- Adhere to manual handling, risk assessment and fire safety training at all times.
- Report any problems, including faulty equipment and hazards, to duty supervisor or Facilities Manager.
- Dispose of waste appropriately.
- Any other appropriate duties as deemed necessary by your line manager.

General Responsibilities:

Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with Bolton Hospice.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Valuing Equality and Diversity

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Catering Assistant (Bank)
Department:	Facilities
Pay Scale:	Ancillary 1

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Food Safety Level 2	Training in nutritional / special dietary requirements	Application Form
EXPERIENCE	Experience working within a catering environment	Experience working within a care home or clinical setting	Application Form Interview
SKILLS	Excellent interpersonal and relationship-building skills Good food presentation skills Excellent communication skills- able to communicate effectively at all levels Ability to be flexible and adaptable	Basic cooking skills	Application Form Interview
KNOWLEDGE	Knowledge of special dietary requirements Food safety control knowledge		Application Form Interview
PERSONAL ATTRIBUTES	High standards of personal hygiene Strong teamwork ethic Able to work under pressure A commitment to the vision and values of Bolton Hospice.		Application Form Interview