



Job Description

Position:	Catering Assistant
Reports to:	Housekeeping and Catering Manager
Hours:	16.5 hours per week
Salary:	£21,334 per annum (pro rata)
Role Summary:	To assist with the efficient and successful running of the catering department to the agreed standards with special regard to hygiene, cleanliness, food quality, safety and patient welfare. To assist with the preparation of nutritionally sound meals for patients, staff and visitors including therapeutic diets to acceptable standards of quality.

Main Duties

- Cleaning of catering areas, equipment and utensils to specified hygiene standards.
- Preparation of vegetables, salads, sandwiches, light meals, toast, tea and beverages. Serving and dispatch of all types of meals and beverages when required.
- Ensuring that all food is provided at the correct time and to the standard specified by the Housekeeping and Catering Manager.
- Keeping all areas clean and tidy in accordance with standards detailed in procedures as well as complying with hygiene and Health and Safety standards.
- Maintaining a high standard of personal appearance and hygiene.
- Compliance with Health and Safety, Food Hygiene, COSHH, Fire Safety and Manual Handling at all times.
- Undertake mandatory training in line with statutory regulations and organisational role requirements.
- Any other duties required for the smooth running of the catering department specified by the Housekeeping and Catering Manager.
- The opportunity to train as a lead catering assistant.
- Willow Wood Hospice operates a no smoking policy.

NB Whilst working within patient areas a degree of social interaction with patients and staff is acknowledged as an essential aspect of the catering assistant duties.

Health & Safety

- To co-operate actively in achieving the aims of the Hospice's Health & Safety Policy and to ensure the observance of all Health & Safety Rules and Procedures.

Additional Notes

- (a) This document is a guideline to the general scope of duties involved and will be reviewed at regular intervals. It is not intended as a rigid inflexible specification.
- (b) The employer shares with the employee the dual responsibility for suggestions to alter the scope and content of this document in order to improve the working situation.
- (c) There is a duty to be aware and adhere to all professional governing body rules and any particular 'Acts' or statutory requirements, which may vary from time to time.
- (d) Willow Wood Hospice operates a no smoking policy.
- (e) This post requires a satisfactory standard disclosure from the Disclosure and Barring Service (DBS).

Willow Wood Hospice is a registered charity, not part of the NHS and it costs over £3.3 million to run the Hospice every year. We rely on support from the community of Tameside and Glossop, both through volunteering time and donating money to enable us to continue our existing services.

For this reason, it is expected that all members of staff will also support the fundraising activities of the Hospice. We encourage every staff member to help at, participate in, or support at least two fundraising activities every year. Opportunities to support fundraising activities vary and could include helping at fundraising and shop events, taking part in an event and raising sponsorship or attending cheque presentations. Staff members will be asked as part of their annual appraisal which events they have supported.



AF – Application Form
I – Interview
R – References
M - Medical

Person Specification

Catering Assistant

Requirements	Essential	Desirable	How Assessed
<u>Experience and Knowledge</u>			
Experience of catering duties	√		AF/R
Experience of working in a Kitchen environment		√	AF/R
Experience of record keeping		√	AF/R
Awareness of current Health & Safety Legislation and hygiene requirements		√	AF/R
Experience in a health care environment		√	AF/R
<u>Skills and Personal Qualities</u>			
Positive attitude towards working within a team	√		R/I
Verbal & written communication skills	√		R/I
Flexible working practice	√		R/I
Able to respect confidentiality and work with integrity and discretion	√		R/I
Positive commitment to a quality service	√		R/I
Inherent belief in and sympathy for the Hospice philosophy	√		R/I
Able to work to deadlines	√		R/I