

ACCORD HOSPICE

JOB DESCRIPTION

JOB TITLE CATERING ASSISTANT

Job Identification

Job Title: Catering Assistant
Responsible to: Senior Cook
Department: Accord Hospice & other properties
Last Update: February 2011

Job Purpose and Dimensions

To maintain a high standard of cleanliness within the Hospice and other areas.
To manage and maintain a consistent level of service within the kitchen.

Dimensions

ACCORD Hospice – Consultant led unit
8 In-patient beds, 15 Day Hospice places
5 Community Palliative Care Clinical Nurse Specialists
Physiotherapy, Occupational Therapy and Lymphoedema Services
Patient & Family Support Service (social, spiritual and bereavement support)
Education Facilitator
Patient Transport Service (paid and voluntary)
Fundraising and Lottery Service
Hospice shops

Organisational Position

Administration Director
Finance & Support Services Manager
Senior Cook
Cook
Catering Assistant (this post)

Communications and Relationships

Relaying information about cooking processes and menus.
To liaise with outside agencies / delivery services.
Dealing with menu requests from patients, staff, volunteers and visitors.

Knowledge, Training & Experience to do the Job

Elementary Food Hygiene Certificate.
Ability to cope with pressure of a busy kitchen.
Knowledge of a range of work procedures, practices and equipment for a catering service.
Job training and period of induction may be required.

Analytical and Judgemental Skills

Uses judgement skills involving straight forward job-related facts or situations.

Planning and Organisational Skills

The cleaning and sanitising of own work areas and equipment used.
Undertake some ordering, receipt and storage of supplies from suppliers.
Assist with cooking and planning of wide range of high quality dishes including therapeutic diets for patients, staff, volunteers and visitors / hospitality functions.

Physical Skills

High level of skill and dexterity when preparing food.
Skills in using knives for butchery and filleting.
Hot and humid environment.
Use of specialist equipment.
Lifting stores / supplies.

Responsibility for Patient / Client Care.

Provides general non-clinical advice, information and ancillary services to patients, staff and volunteers.

Responsibility for Policy & Service Development Implementation

Responsible for following policies in own role, but may be required to comment on policy, procedures or possible development within the Hospice.

Responsibility for Financial and Physical Resources

Observes personal duty of care in relation to equipment and resources used in course of work.

Responsibility for Human Resources

Responsible for own activities/ routines and ability to use own initiative in work area.

Responsibility for Information Resources

Responsible for receipting and ordering of some stores orders.

Responsibility for Research and Development

May occasionally undertake surveys / audits within own work area.

Freedom to Act

Use own initiative within own work area and deal with matters independently.
Operates to health, hygiene, food preparation and cooking procedures.

Physical, Mental and Emotional Effort.

Physical

Majority of working day spent standing or walking.
Frequent demand for lifting and handling which involves standing, twisting, stretching, kneeling, pulling and pushing.
Daily use of kitchen equipment.

Mental Effort

Concentration when checking stores, completing forms and using temperature control system.
Concentration when operating machinery and when using sharp knives.
Weighing and measuring ingredients for use in all areas.

Emotional Effort

Occasional exposure to distressing and / or emotional situations.

Working Conditions

Standing or walking for most of the day.
Hot and humid environment for most of the day.

Main Tasks, Duties and Responsibilities

Maintain cleanliness of kitchen & equipment.

To lay and clear tables.

To sweep and mop dining room.

To clear, empty and clean food trolleys.

To assist in the serving of lunches as required.

To undertake schedule of cleaning within the kitchen, associated stores, rooms and other areas within the Hospice and other Hospice buildings..

To comply with appropriate regulations and good practice in the preparation and presentation of food.

Assist in the preparation, storing and cooking of food using appropriate methods & economical use of materials.

Assist with menu plans to meet the needs of patients, liaising with Nursing Staff re specific dietary needs.

Ability to cover for Cook / Assistant Cook during holidays and absence until alternative arrangements are made.

Order food and cleaning supplies and ensure correct storage.

Record temperatures of chill, freezer and food when required.

Ensure appropriate storage of waste.

To maintain confidentiality.

Knowledge of Health & Safety legislation.

Knowledge of COSHH & HACCP Regulations.

Comply and adhere to all Hospice Policies and Procedures.

Attend Mandatory training and in service training as required

Job Description Agreement:

Job Holder's Signature:

Head of Department Signature: