

- JOB DESCRIPTION:** Catering Assistant
- ACCOUNTABLE TO:** Head Chef via Cooks
- RESPONSIBLE FOR:** Assisting in the provision of a high quality catering service
- OVERALL PURPOSE:** To help provide catering for patients, staff, visitors and others

The Catering Assistants in conjunction with other members of the Catering department work to ensure that Trinity delivers high quality, appetising food that has been prepared in a safe, hygienic environment according to agreed policies & procedures.

Main Duties of Post

- Effective prioritization of the Catering Assistants' workload in order to ensure timely completion of all work.
- To work in accordance with the catering rota and cope with varied and fluctuating workloads, sometimes under pressure
- Maintaining the cleanliness of the kitchen, its machinery and equipment
- Operation of the dishwasher or, when required, hand-washing of crockery, pans catering utensils etc
- Act as a 'buddy' for new starters in your area when requested, training and supporting them as required until such time that they are able to work alone
- To assist in the preparation/service of food including but limited to vegetables, salads and sandwiches as directed by the Cook(s) and/or Head Chef
- To utilise the online catering booking system to plan for and ensure the efficient and timely setting up and provision of catering for functions and meetings
- To maintain departmental records and checklists for audit purposes and/or as delegated by the cook(s) on duty
- To ensure that all commodities are used economically and according to any specified procedures, and that waste is kept to a minimum
- Maintain a high standard of personal hygiene as detailed in the Personal Hygiene Policy
- Take orders for and serve meals to patients, staff and visitors as required
- Maintain security of cash and stock according to agreed procedures
- Report any accidents and/or incidents and be prepared to make a written statement of the same if necessary

- Assist cook(s) in ordering of commodities according to agreed procedures
- Accept and sign for catering deliveries, checking them as detailed in departmental policies
- Report any breakdown or defects in equipment or premises via the online Maintenance reporting system
- Observe safe working practices generally and in accordance with training and instruction received
- Completion of Risk Assessments as may be required within the Catering department according to instructions and training
- Completion of Hazard Analysis documentation as required

General Responsibilities

- To undertake all mandatory training as required by Trinity Hospice and Palliative Care Services and participate in appropriate in-service training as and when required
- Maintaining the strict confidentiality of all information acquired especially with regard to patients and staff
- To undertake an appraisal and personal development review annually and through self-development, continuously update and improve knowledge and competencies
- To be a co-operative and supportive member of the Trinity staff team, ensuring that all members are aware of any issues in the post holder's workload, which may affect other members of the Trinity team
- To manage all volunteers utilised in your area and to develop effective working relationships providing regular feedback on their performance.
- To take responsibility for being up to date with current policies and procedures and to adhere to these.
- Co-operating fully in the introduction of any new technology and new methods as appropriate
- To promote at all times the Hospice philosophy and uphold the Trinity core values
- Any other duties that may be reasonably requested

This job description is not exhaustive and is subject to review in conjunction with the post-holder and according to future changes/developments in the service.