

Job Description

Job Title	Catering Assistant
Pay Band	AfC 1
Reporting to	Catering Manager
Accountable to	Facilities Manager
Key Relationships	

Job Summary

- To provide a customer focused service
- To organise, deliver, develop and improve the catering service throughout the Trust
- Ensure efficient management of all catering services
- Ensure compliance with all legislation relating to risk management and security
- Ensure compliance with all legislation relating to food safety management
- Basic preparation of food items, service to patient and other meals and functions
- Assist with cooking and regeneration of food as appropriate
- Cleaning of structures, equipment and meal service components as specialised in work instructions
- Store keeping including, checking deliveries, storage and stock rotation
- At times to operate without the direct guidance of a team leader
- Ensure a secure working environment for patients, visitors and staff
- Promote and maintain point of sale, e.g counter and vending machines
- Undertake all aspects of the Cash handling process

Main Duties and Responsibilities

Operational Management

- Maintain all operational procedures
- Enforce compliance with Waste Management Policy to meet the changing requirements as segregation requirements increase
- To comply with Hygiene and Food Safety Legislation

Staff Training

- To attend training courses as required and participate in annual refresher sessions in accordance with own Personal Development Review

Leadership

- Provide guidance and a knowledge base for new and existing staff

Quality

- Ensure compliance with Facilities Management standards
- Ensure compliance with HACCP
- Ensure effective delivery of services to service users and customers
- Maintain and improve all aspects of the service
- Participate in staff involvement groups for all aspects of the Trust Quality Strategy 2012/15

Risk

- Observe legal requirements
- Responsible for the safe use of all equipment
- Ensure compliance and operational observance of safe working practices as detailed in all aspects of risk management
- Ensure all appropriate hygiene monitoring is carried out and recorded for every process
- Ensure compliance with national standards of cleanliness

Finance/Planning and Organisation

- To ensure economical use of all Trust resources
- Maintain and monitor stock levels to meet the demands of the service
- Distribute and maintain economic and effective use of chemicals and products
- Monitor and record food wastage

General

1. To abide by the relevant Code of Professional Practice if applicable and NHS Codes of Conduct.
2. It is a requirement of employment within Southport and Ormskirk Hospital staff that all staff must comply with the obligation of confidentiality to person identifiable information. The Data Protection Act 1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to uphold the principles of the Act.

Any employee disclosing confidential / patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.

3. The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with Southport and Ormskirk Hospital Trust's Freedom of Information Policy and guidance.
4. All employees are required by Section 7 of the health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
5. All staff employed by the trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.
6. To ensure compliance with all Trust Risk Management, Research Governance and Infection Prevention and Control Policies and Procedures and abide by the Essential Standards of quality and safety.
7. Undertake appropriate Induction and Mandatory Training, including Infection Prevention and Control and comply with all Trust Infection Prevention and Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and Control responsibilities if there is a potential or actual breach of policy.
8. It is incumbent on the post holder to continually update he/her professional awareness and carry out other duties deemed appropriate to the grade of the post.

9. The post holder is required to take all reasonable measures in relation to their health and well-being.
10. The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the Staff Charter and NHS Constitution.
11. The post holder is required to adhere to the values of the Trust. SCOPE: Supportive, Caring, Open and Honest, Professional, Efficient.
12. The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect, and know how to act on their concerns in line with policies and procedures of Southport and Ormskirk Hospital NHS Trust.
13. This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.
14. The duties listed above may change over time and additional duty may be required appropriate to the pay band of the post.

Date job description reviewed	
Author	

I agree that this job description is an accurate reflection of the duties and responsibilities the post holder is expected to perform	
Managers Signature	
Managers Name	
Date	
Post Holders name	
Date	

Person Specification

Recruitment Criteria	Essential	Desirable
Qualifications		
Food Safety Level 2	X	
Basic Numeracy	X	
Basic Computer Skills	X	
ECDL or equivalent		X
Knowledge and Experience		
NHS Experience		X
Large scale food production	X	
Team working	X	
Skills and Abilities		
Customer Care Skills	X	
Ability to work under pressure	X	
Provision of a patient/customer focussed service	X	
Principles of Risk Management	X	
Communication	X	
Ability to instruct other less qualified staff or students	X	
Cash handling abilities/use of cash registers		X
Physical Effort		
Physically demanding role	X	
Mental Effort		
Varied deadlines and adhoc pressures	X	
Emotional Effort		
Varied deadlines and adhoc pressures	X	
Dealing with staff/customer issues	X	
Working Conditions		
Professional and hygiene awareness/appearance	X	
Varied shifts	X	
Flexible approach to work duties	X	
Weekend and Bank Holiday Working	X	
Cross site cover	X	