

## JOB DESCRIPTION

**'Happy to talk about Flexible Working'**

<b>Job Title:</b>	Kitchen Assistant (Bank)
<b>Department:</b>	Catering
<b>Hospice Band:</b>	Bank Band I
<b>Reports to:</b>	Chef Manager
<b>Responsible for:</b>	N/A
<b>DBS Required</b>	Enhanced

### Job Purpose

To assist the Chef(s) within the Catering service with preparation and serving meals for patients, staff and volunteers. Providing flexible support to ensure the highest standards of food safety, hygiene and quality are maintained at all times. To ensure cleanliness of food and beverage service areas and equipment.

### Main Duties and Responsibilities

#### Catering Service

- Undertake basic food preparation to assist Chefs.
- Prepare and serve meals and snacks for Hospice service users with regard to special dietary requirements and cultural, ethnic and religious considerations.
- Clear away and wash up after food preparation, meal times or meetings etc.
- Cleaning and restocking water coolers, vending machines and other snack and beverage services.
- Be accountable for handling and following procedures to process income for Dining Room, vending machines and Hive Café – including use of till, till reconciliation and cash handling.
- Undertake duties required by the Catering department to support on-site events.
- Receive deliveries and put goods into correct storage ensuring quality and food safety checks are completed
- Maintain high standards by compliance with internal policies, procedures including infection control and food safety legislation.
- Ensure kitchen, service, dining areas and storerooms are kept hygienically clean and tidy, and the Dining Room is clean, tidy and laid up ready for food service
- Use all equipment safely and report any broken or faulty equipment to the Catering Team Leader, Maintenance Technician or Chef in charge
- Assist with volunteers within the department
- To be available at short notice and display flexibility in providing cover during absence within the team.

#### Health and Safety

- Ensure safe systems of work are followed and maintained at all times.
- Attend statutory and mandatory training sessions as required.

## **General Duties**

### **Confidentiality**

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals

### **Equality and Diversity**

- The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way which recognises and respects diversity in line with the appropriate standards.

### **Health and Safety**

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace
- All employees must comply with all Hospice Health and Safety Procedures

### **Infection Control**

- The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

### **Information Governance**

- All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

### **Professional Development**

- All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager
- All employees are responsible for maintaining their statutory and mandatory training.

### **Safeguarding Children, Young People and Vulnerable Adults**

- The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are therefore expected to behave in such a way that supports this commitment.

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs**



### PERSON SPECIFICATION

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<b>Department:</b>	Catering
<b>Hospice Band:</b>	Bank Band I

Requirements	Essential	Desirable	How identified
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• CIEH Level 2 in Food Hygiene (attained within the last 3 years)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Food Preparation</li> </ul>	Application form
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Catering experience in a professional kitchen</li> <li>• Customer Service skills.</li> <li>• Experience of maintaining records e.g. completing schedules of work</li> <li>• Awareness of the importance of personal and professional hygiene within this environment.</li> <li>• Awareness of Food Safety legislation in line with storage of food.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant catering experience in a healthcare environment</li> <li>• Experience in operating a till and cash handling</li> <li>• Experience in dealing with vending machines</li> <li>• Allergen awareness.</li> </ul>	Application form  Interview
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• Capable of working alone and in a team</li> <li>• Physically fit and able to undertake duties involving lifting and handling boxes.</li> <li>• Good communicator</li> <li>• Ability to use own initiative</li> <li>• Flexible</li> <li>• Enthusiastic</li> </ul>		Interview

**A= Application form**

**I=Interview**

**T=Test**

**C=Certificate**