

JOB DESCRIPTION

'Happy to talk about Flexible Working'

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| Job Title: | Catering Administrator |
| Department: | Catering |
| Hospice Band: | I |
| Reports to: | Catering Manager |
| Responsible for: | N/A |
| DBS Required | Standard |

Job Purpose

To provide administration and support within the Catering Team.

Main Duties and Responsibilities

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| <p>Administration</p> <ul style="list-style-type: none"> • To assist the Catering Manager in the day-to-day operations of the two Hospices and external café. • To assist the Catering Manager in provision and equipment ordering with external suppliers ensuring, quality products are obtained at cost-effective prices and raising POs accurately. • Managing rotas and ensuring adequate cover at all locations. • Preparing payroll forms for sign off by Catering Manager. • Accurate filing of all audit and Health and Safety records. • Managing order forms ensuring handed timely to relevant site and recording and recharging costs for internal and external buffets. • Photocopying of daily paperwork for all sites. <p>Compliance</p> <ul style="list-style-type: none"> • Producing food labels that are compliant with E.H regulations. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure audit checks and Health and Safety checks are completed, highlighting any concerns to the Catering Manager. • Ensure all Health and Safety reports are filed with Facilities Administrator. |
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General Duties

- Work in a collaborative way for both Hospice sites, external café and all departments as required, to ensure a consistently high approach is maintained.
- Support in any additional administration 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 Act1974 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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|----------------------|------------------------|
| Job Title: | Catering Administrator |
| Department: | Catering |
| Hospice Band: | I |

| Requirements | Essential | Desirable | How identified |
|---------------------------------------|--|--|----------------|
| Education and Qualifications | <ul style="list-style-type: none"> Educated to A level/NVQ Level 3 or equivalent. | <ul style="list-style-type: none"> Database/spreadsheet qualification Business Administration qualification | A, C |
| Knowledge and Experience | <ul style="list-style-type: none"> Competent in all Microsoft packages, Word, Excel, PowerPoint. Experience in similar role High level of accuracy and attention to detail Experience in establishing and maintaining office systems | <ul style="list-style-type: none"> Experience in a Catering environment Experience in a healthcare setting Experience as part of an administration support team | A, T, I |
| Personal skills and attributes | <ul style="list-style-type: none"> Excellent written and verbal communication skills Excellent Administrative skills Ability to use initiative Flexibility as a team member Good planning and organisational skills Ability to work accurately to deadlines and to work under pressure | <ul style="list-style-type: none"> Customer service knowledge | I |

A= Application form

I=Interview

T=Test

C=Certificate