

Role Profile

*because
you matter*

**St Nicholas
Hospice Care**

A Registered Charity No. 287773

St Nicholas Hospice Care is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

Job role	Catering Assistant
Reports to	Catering Manager
Responsible for	Catering volunteers
Location	Whilst your normal place of work is St Nicholas Hospice Care, Hardwick Lane, Bury St Edmunds, you will also be required to work at such other place or locations within the Bury St Edmunds, West Suffolk and Thetford area as we may reasonably determine.
Job Purpose	To contribute to the production of a high quality catering service to meet the changing needs of the organisation whilst complying with health and hygiene regulations. Including working across hospice sites as business need determines.

What the job involves

- A Under the direction of the Catering supervisor or Chef undertake basic preparation of food and beverages to agreed standards.
- Provide support and guidance to kitchen volunteers so that they can assist in providing a high quality service.
- To be trained in all areas of the catering department to enable flexibly within the team.
- Operating & cleaning barista coffee machine.
- Preparation & service of meals in the Bistro, including breakfasts, Paninis, toasted sandwiches and other hot food to an agreed standard of presentation
- Covering of all meal times on the Sylvan ward to feed patients directly & main meals for all other areas within the hospice in the absence of the chef.
- Assisting with catering functions within the Hospice including the preparation of food
- Flexibility to be able to help with events and functions outside of normal working hours
- Operating a till & cashing up monies received
- Daily checking and recording of refrigerator temperatures.
- Checking orders, rotating and putting away of stock.
- Check and maintain kitchen refrigerator, kitchen stock levels and disposal of out of date food.
- Checking expiry dates of stock in kitchen.
- Clean and restock Hospice vending machines as and when required.
- Cleaning cutlery, crockery and other equipment used for catering purposes using dishwashing aids.

- Cleaning the kitchen area to agreed policies and standards to reach all food hygiene and health and safety standards, recording on cleaning schedules as cleaning tasks are completed daily.
- Responsible for opening up & shutting down of kitchen, and locking up the kitchen when Catering Manager or Chef Supervisor not present

What we want from you

- Food Hygiene Qualification – Foundation Level (Retraining to be provided to ensure up to date)
- Good level of literacy and numeracy
- Catering experience
- Ability to follow instructions and to work on own initiative
- Understanding of hygiene control standards and the importance of adhering to these
- Ability to work as part of a team as well as unsupervised
- Committed to maintaining high standards of service
- Ability to work on weekdays and occasional week-ends
- Flexibility to alter and extend hours, to provide annual leave cover for other catering assistant
- Knowledge of dietary requirements for those receiving end of life care would be an advantage

January 2022