

Job Description – Bank Catering Assistant

Reports to:	Chef & Catering Manager
Location:	Hardwick Lane, Bury St Edmunds, Suffolk, IP33 2QY
Job Purpose:	To assist the Chef with the production of a high quality catering service to meet the changing needs of the organisation within set guidelines whilst complying with health and hygiene regulations.

Key Responsibilities or Duties:

1. Under the direction of the Chef Manager/Chef undertake basic preparation of food and beverages to agreed standards and delivery of same e.g. sandwiches, fruit and vegetable preparation. With particular responsibility for the preparation of food provision of staff and relatives.
2. Daily checking and recording of refrigerator temperatures.
3. Checking off of orders, rotating and putting away of stocks.
4. Check and maintain satellite refrigerator and kitchen stock levels and disposal of out of date foodstuffs.
5. Checking of expiry dates of stocks in main kitchen.
6. Clean and restock Hospice vending machines.
7. After training occasional serving of food to agreed standards of presentation.
8. Maintaining stock levels of basic food preparations e.g. grated cheese/sandwich fillings. Assisting with catering functions.
9. Cleaning of all cutlery, crockery and other equipment used for catering purposes using dishwashing aids and maintaining stock levels in relevant areas.
10. Cleaning of 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.

Special Features of the job

Attend monthly meetings which maybe outside normal working hours e.g. weekday afternoon to actively contribute to the continual monitoring and development of the service and setting of standards.

Personal Development

- All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1's with Line Managers or senior colleagues, annual appraisal and development reviews.
- All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
- Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

Health and Safety

- All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
- Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

General

- At the heart of our strategic vision, our "One Team" approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.
- Ensure that all within the team have a grasp of the Hospice's structure, values and purpose and have opportunities for involvement in its further development.
- Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- Promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- Undertake any other duties which may be reasonably required.
- The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
- All staff must be sympathetic to and able to project the philosophy and concept of hospice care.

- The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
- This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

References:

Recruitment Policy
Education and Training Policy
Disciplinary Policy
Health and Safety Policy

Job Description dated: Nov 2018