



## **PILGRIMS HOSPICES – JOB DESCRIPTION**

### **Catering Assistant**

#### **MAIN PURPOSE AND SCOPE OF THE JOB:**

The role of the Catering Assistant is to work as part of the Catering Team under the supervision of the Catering Manager. The postholder must be able to work effectively as part of a team while also being able to exercise judgment when working alone, ensuring that all standards are maintained to the required level.

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#### **POSITION IN ORGANISATION**

**Reports to:** Head Chef

**Responsible for:** None

#### **DUTIES AND KEY RESPONSIBILITIES**

##### **A Food Preparation**

- Preparation and serving of meals for patients, staff and visitors.
- Preparation of ingredients
- Producing salads, sandwiches and other meals not requiring the expertise of a cook.

##### **B Other Duties**

- Ensuring all cutlery, crockery, flatware and equipment are cleaned to appropriate standards, either by hand or through use of a dishwasher.
- Ensuring the required standards of cleanliness and hygiene are maintained at all times within the department
- Maintaining records as instructed by the catering manager.

#### **GENERAL RESPONSIBILITIES**

##### **Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

##### **Health and Safety –**

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

**Data Protection –**

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

**Flexibility –**

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

*This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.*

**Date Written:                    January 2018**

## PILGRIMS HOSPICES – PERSON SPECIFICATION

### Catering Assistant

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential?
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> <li>• Experience of working in a catering environment</li> </ul>	✓ ✓		✓
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Able to work using own initiative</li> <li>• Able to work prioritise and work well under pressure</li> <li>• Good interpersonal skills</li> </ul>		✓ ✓ ✓	✓ ✓ ✓
<b>KNOWLEDGE</b>	•			
<b>QUALIFICATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• Basic food hygiene certificate</li> </ul>	✓	✓	
<b>OTHER REQUIRE-MENTS</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further training</li> </ul>		✓	

**Date Written:        January 2018**