

## ROLE BRIEF

<b>Department:</b>	<b>Catering</b>
<b>Job Title:</b>	<b>Catering Assistant</b>
<b>Contract <b>Perm:</b></b>	<b>Full time</b>
<b>Responsible To:</b>	<b>Corporate Catering Manager (CCM), Head Chef (HC), Senior Hotel Services Assistant (SHSA)</b>
<b>Location:</b>	<b>THC (Coffee Shop)</b>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• To support the CCM / Chefs/SHSA in providing an effective and efficient service to patients, staff, and visitors.</li> <li>• To ensure a clean working environment</li> <li>• To carry out your duties including cleaning tasks necessary to maintain a clean, tidy, and hygienic environment in keeping with all legislative and hospital requirements.</li> <li>• Complete records for work completed.</li> <li>• Duties include but are not limited to: Ensuring a constant supply of clean table wear during Lunch service, ensuring cook wear is cleaned to the highest standard, ensuring that delivery temperatures are within agreed parameters, storage of supplies on daily basis, stock rotating, servicing the beverage points, preparing food as directed which may include, salads, sandwiches vegetables &amp; assisting the front of house team as required.</li> <li>• To ensure that waste sacks are replaced when half full and that the bins are cleaned daily.</li> <li>• To aid in patient service wherever possible and provide general support for both the Catering production and service teams.</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• To attend training sessions for Food Hygiene and COSHH Awareness.</li> <li>• To put away deliveries into the appropriate form of storage, completing any associated records.</li> <li>• To wash-up all soiled crockery, cutlery, glassware, and equipment using the appropriate methods.</li> <li>• To ensure that stocks of chemicals and cleaning supplies are kept at agreed levels.</li> <li>• To ensure that daily equipment/maintenance checks are carried out and any faulty equipment or fixtures are reported to either the CCM or HC in a timely manner.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<b>Must Haves</b> <ul style="list-style-type: none"> <li>• <b>The ability to work as part of a team or as an individual</b></li> <li>• <b>Level 2 food safety</b></li> <li>• <b>Polite, friendly, and caring attitude</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ability to work effectively as part of a team but also manage one's own time to complete tasks assigned.</b></li> <li>• <b>Experience using POS to receive payments.</b></li> </ul> <p><b>Nice to Haves</b></p> <ul style="list-style-type: none"> <li>• Experience as a kitchen Porter</li> <li>• Experience as a waitress</li> <li>• IT literate</li> </ul>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
<b>Confidentiality</b>	<p>You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
<b>Safeguarding</b>	<p>You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
<b>People Managers</b>	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>

<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>
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