

JOB DESCRIPTION

JOB TITLE:	Catering Assistant/Cook
RESPONSIBLE TO:	Hospitality Manager
ACCOUNTABLE TO:	Director of Operations
QUALIFICATIONS:	Level 2 Food Safety & Hygiene (minimum requirement)
FUNCTIONS:	As a member of our Catering team, your main duties will be to prepare and cook a variety of meals for patients, relatives, staff and the general public and to assist with functions that the hospice sites require. This role can be very physically demanding.
HOURS:	18 hours per week Working hours: Tuesday, Wednesday and Thursday 12-6pm. Full training provided.

ellenor Hospice is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley, and for children across West Kent and the London Borough of Bexley. The organisation has in-patient and outpatient and Living Well services at Northfleet, comprehensive Hospice at Home services and a range of out-patient and community services all supported and delivered through a multi-disciplinary team.

The duties outlined below are not definitive and may be changed in accordance with the needs of the organisation.

Duties and Responsibilities

1. To prepare, cook and serve meals throughout the day, including breakfast, lunch and supper for patients, visitors, and staff, this will involve direct patient contact. A good understanding of basic cooking is essential. (i.e.: cooking with fresh individual ingredients as opposed to packets or jars)
2. To assist with helping to develop new menu options that accommodate the requirements of a diverse population, also any special dietary requirements.
3. To assist with preparation of items sold through **ellenor** outlets.
4. To assist at special functions at the Hospice's sites as directed.
5. To assist with any scheduled catering cleaning duties as directed.
6. To participate in activities organised with other teams such as the Children's Team.
7. To assist with cover of catering duties on weekends and Bank Holidays as part of a rota system.
8. To be responsible for following safe working practices and to follow all Health & Safety, Food Regulations 1995 and HACCP guidelines.
9. To assist with ordering supplies within pre agreed budgets in the absence of the Hospitality Manager.

GENERAL

- To be aware of the philosophy of **ellenor** and to behave as a fit representative.
- To abide by the organisations general confidentiality policy.
- To be aware of guidelines stated in staff handbook and all relevant policies and procedures.
- To undertake bi-annual performance review when personal development plan will be discussed.
- To attend statutory and specialised training when required.
- At **ellenor** we are committed to creating and managing a safe working environment for all our staff, visitors, volunteers, and patients.
- All **ellenor** employees are expected to know, understand, and deliver their Safety Responsibilities.
- All **ellenor** employees may be set at least one Safety Objective by their manager or supervisor which must be delivered if they are to meet their objectives.

Postholder's Name

Postholder's Signature Date

Manager's Name

Manager's Signature Date

This Job Description will be reviewed on a regular basis

**Personal Specification
Catering Assistant/Cook**

	Essential	Desirable	Application &/or Interview
KNOWLEDGE & EXPERIENCE			
Food Safety Certificate Level 2, or NVQ Catering and Hospitality equivalent.		X	A
Demonstrable experience of catering skills from either Residential or Care Home setting, home cooking skills	X		I
PLANNING AND ORGANISATION OF WORK			
Ability to prioritise own workload and work to set deadlines.	X		I
Ability to proactively work with minimal supervision	X		I
Ability to work in a team environment, supporting colleagues as required.	X		A/I
Communication			
Good verbal communication skills, ability to liaise with patients and relatives in a polite manner.	X		I
Service delivery			
Ability to respond promptly to enquiries and produce timely and appropriate service.	X		I
Physical Requirements			
Evidence the ability to work in a hot environment, which can be physically demanding with lifting and other physical tasks required.	X		I
Other			
Demonstrate a willingness to participate in delivery of organisational activities.	X		A/I
Ability to work flexibly across multi-sites.		X	A/I