

Job Description

Job Title:	Catering Assistant
Department:	Facilities team
Contract Terms:	Part time 16 hours per week
Salary:	£9,543 per annum (£22,368 per annum pro rata)
Location:	Hospice – Gravesend
Responsible To:	Catering manager
Accountable To:	Director of Operations
Manages:	N/a

About Us:

ellenor Hospice is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley. The organisation has in-patient ward, at the Hospice in Northfleet, comprehensive adult and children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Role Purpose:

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.

Duties and Responsibilities:

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

Operational Responsibilities:

- 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)
- To assist with helping to develop new menu options that accommodate the requirements of a diverse population, also any special dietary requirements.
- To assist with preparation of items sold through ellenor outlets.
- To assist at special functions at the Hospice's sites as directed.
- To assist with any scheduled catering cleaning duties as directed.
- To participate in activities organised with other teams such as the Children's Team.

- To assist with cover of catering duties on weekends and Bank Holidays as part of a rota system.
- To be responsible for following safe working practices and to follow all Health & Safety, Food Regulations 1995 and HACCP guidelines.
To assist with ordering supplies within pre agreed budgets in the absence of the Hospitality Manager.

Governance:

- Ensure all governance and compliance are followed across all sites regularly.
- To lead as an ambassador for health and safety across all sites and check safety standards.

Internal Key relationships

- Inpatient ward
- Facilities Team
- Senior management
- Volunteers

Health and Safety

The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.

General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for **ellenor** in order to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up to date mandatory and essential to role training
- Works flexibly across sites and departments from time to time as may be requested by their managers,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures,
- To be aware of the staff values of the **ellenor** and to behave as a fit representative.

Postholder's Name	
Postholder's Signature	Date
Manager's Name	
Manager's Signature	Date

This Job Description will be reviewed on a regular basis

Person Specification

Catering Assistant

	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