



ellenor JOB DESCRIPTION

JOB TITLE:	Catering Assistant/Cook
RESPONSIBLE TO:	Facilities Manager & Team Leader
ACCOUNTABLE TO:	HR Director
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:	Saturday and Sunday 8am – 2pm and Wednesday 8am 12 noon.

ADDITIONAL SPECIFIC ITEMS

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 developing 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 regularly reviewed