##### JOB DESCRIPTION

#### JOB TITLE: Bank Catering Assistant (Central Kitchen)

**RESPONSIBLE TO: Kitchen Staff**

**RESPONSIBLE FOR: All service users**

**ACCOUNTABLE TO: Catering Manager**

## **JOB SUMMARY**

To assist the central kitchen staff with the all aspects of cleaning, food service delivery, stock rotation and maintaining a high standard of cleanliness within the environment.

### Principal Duties and Responsibilities

#### Responsibilities

* Prepare the restaurant area for service, ensuring that all crockery, utensils and catering equipment is cleaned after use, support the chefs during meal services as required.
* Assist with restaurant meal service, serving food and taking payment.
* Manage the pot wash area ensuring that there is a constant flow of washing and drying of all items that pass through the wash area making sure that there is no back log of dirty items.
* Clean all food preparation areas as directed by the central kitchen staff to maintain regulated food safety standards.
* To assist the Head Chef with ensuring that all equipment used in the department is in good working order and is used appropriately.
* Undertake any other duties that may be required for the effective operation of the catering department.
* Maintain a daily inspection, cleaning and top up process of all beverage’s machines throughout the hospital departments.
* Clean and maintain all catering store room areas

#### Core Responsibilities

* Maintaining a high standard of cleanliness throughout all catering areas
* Maintaining a professional approach for all service users

**Communication**

* Ensure that identified lines of communication are maintained with patients, colleagues and visitors to demonstrate politeness and courtesy and sensitivity promoting the corporate image of Practice Plus Group.
* To assist in ensuring that all team members are aware of local and general Health & Safety matters

**Performance Assessment**

* To undergo an annual appraisals, to ensure Hospital objectives are achieved.

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment center, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date ………………………………

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| **Person Specification – Bank Catering Assistant – Central Kitchen**  |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * L1 & L2 Food Safety Certification
* Allergen training
 | Knowledge of HACCP |
| Experience | * Practical catering experience
* Cleaning in a catering setting
* Stock management and ordering
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| **Skills and Knowledge** | * Good standard of personal hygiene
* Able to prioritise workload and work under pressure
* Good customer care skills
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| Other Factors | * Able to work in a demanding environment
* Ability to work in a multi-disciplinary team
* Adaptable, friendly, polite, courteous and caring
* Flexible attitude to work
* Physically and mentally fit to undertake the role
* Good standard of written English
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| **HAZARDS:** |
| Laboratory SpecimensProteinacious Dusts |  | Clinical Contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty environment |  | VDU Use |  |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise | X |
| Respiratory Sensitisers |  | Food Handling | X | Working in Isolation |  |
| Heat | X | Standing | X |  |  |