

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Catering Assistant</b>
<b>REPORTING TO</b>	<b>Services Manager</b>
<b>JOB PURPOSE</b>	To contribute to the efficient running of the services department within the Care Home

### Introduction

This Job Description is intended to provide a clear framework for the job holder and their manager to guide them in the requirements of the job.

It indicates only the main responsibilities and competencies of the post.

It is not intended to be an exhaustive list of tasks, procedures and policies. It is the job holder's responsibility to ensure that they are familiar with all procedures and policies relevant to the job.

### Overview of Main Responsibilities (What the job involves)

<b>Kitchen Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Ensure that a high standard of hygiene when preparing food for the residents</li> <li>➤ Assist with the preparation of meals and snacks for residents within the guidelines laid down by the Chef Manager.</li> <li>➤ Assist with food service by taking food and beverage trolley to the dining area within the home.</li> <li>➤ Assistance with meal service as directed by Chef Manager</li> <li>➤ Assist with deliveries</li> <li>➤ Washing up</li> <li>➤ Participate in cleaning as per cleaning rota</li> </ul>
<b>Engaging with residents</b>	<ul style="list-style-type: none"> <li>➤ Communicate positively with residents and relatives within the home promoting Mission Cares ethos and values</li> </ul>
<b>Working with colleagues</b>	<ul style="list-style-type: none"> <li>➤ Work collaboratively and as part of a team with all colleagues in order to maintain the quality of catering within the home.</li> <li>➤ Assist colleagues in their duties where necessary in order to deliver the best level of service.</li> </ul>
<b>Professional Responsibility</b>	<ul style="list-style-type: none"> <li>➤ To be familiar with, and adhere to the policies and procedures of the services department</li> <li>➤ To be aware of HACCP (Hazard Analysis Critical Control Points) within the kitchen.</li> <li>➤ To be familiar with food hygiene</li> <li>➤ To be familiar with the staff handbook</li> <li>➤ Maintain professional competence and knowledge.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Raise any issues of concern to Line Manager</li> <li>➤ To be responsible for completing time sheet and respecting working time directive</li> <li>➤ Attend mandatory training as directed by Line Manager</li> </ul>
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**Relevant Competencies (How the job needs to be done)**

<b>Performance Focus</b>	<ul style="list-style-type: none"> <li>➤ Get on with the job in hand and focus on what is important.</li> <li>➤ A commitment to work at all times to the highest standard possible, meeting or exceeding what is required.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>➤ At all times to communicate with residents, relatives and colleagues in a constructive and respectful manner.</li> <li>➤ Ask questions and take time to listen to others in order to understand their point of view.</li> <li>➤ Use positive and appropriate communication language and methods</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>➤ Work with and willingly co-operate with others</li> <li>➤ Build effective and trusting relationships with colleagues</li> </ul>
<b>Professional and Personal Experience</b>	<ul style="list-style-type: none"> <li>➤ Maintain a focus on personal development, endeavouring to become better at doing the job.</li> <li>➤ Experience of working in a kitchen environment</li> <li>➤ Food hygiene certificate level 1 or 2.</li> </ul>

**Notes**

This Job Description may be reviewed and amended from time to time to meet operational requirements. Any changes will be confirmed in writing.

The job holder shares responsibility with Mission Care for making suggestions to improve the effectiveness of the post.

Please sign below to indicate your acceptance of this Job Description:

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>