

**JOB DESCRIPTION**

**Job Title:** Catering Assistant

**Responsible to:** Catering Services Manager

**JOB PURPOSE**

As part of the team help prepare tasty, nutritious meals that our residents and guests will enjoy and make sure that all kitchen equipment and areas are properly cleaned.

**Specific Duties and Responsibilities**

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| * Assist the Cooks with the preparation and cooking of meals * The service of food, preparation of vegetables, fruit, salads, sandwiches, toast, beverages and other food items * Cooking and preparation of food items for servery. * Plating and finishing of food, preparing food trolleys and transporting meals * Maintaining high standards of hygiene and cleanliness at all times. * Talking with residents, laying tables and being out in the restaurant area – being the connection with the Care environment * Cleaning of the kitchen and all equipment, its surrounds and equipment including clearing, cleaning, washing up within the kitchen, also ‘in depth’ cleaning * Assist in the receipt, checking and storage of deliveries and stock rotation. * Ensure food hygiene and health and safety regulations are adhered to at all times. * Working in the catering stores area, rotating fridges and other stock rotation work as required * To ensure safe, hygienic food storage and ensure that kitchen equipment and cleaning materials are kept in their correct places. |
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**General Duties and Responsibilities**

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| To adhere to existing working practices, methods, procedures, COSHH, hygiene and fire regulations; undertake relevant training and development activities and to respond positively to new and alternative systems. |
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| To co-operate in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. |
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| To maintain confidentiality and observe data protection and associated guidelines where appropriate. |
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| To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. |
| Positively support equality of opportunity and equity of treatment to colleagues and service users’ in accordance with the Equal Opportunities Policy. |

**Signed: …………………………………….. Date: ……………………….**

**PERSON SPECIFICATION – CATERING ASSISTANT**

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|  | ***ESSENTIAL*** | ***DESIRABLE*** | ***METHOD OF ASSESSMENT*** |
| **EXPERIENCE** | * Experience of working in a busy commercial kitchen | * Experience working in a care home or similar setting | Application/Interview |
| **QUALIFICATONS/ KNOWLEDGE** | * Good knowledge of food hygiene * Awareness of health and safety rules in a kitchen | * Food Safety Level 2 | Application/Interview |
| **SKILLS** | * Good communication skills * A caring person who can engage with and communicate with a diverse range of people * Able to work independently and within a team * Self-motivated and flexible * Good organisational skills * Able to work under pressure and prioritise tasks |  | Application/Interview |
| **OTHER** | * Ability to work flexibly over a seven day week according to a staff rota * A positive can-do attitude. * Shares the values of SJMT |  | Application  Interview |