

Job Description

Job Title: Senior Catering Assistant

Department: Residential Homes

Primary Objectives:

- a) To prepare and cook hot breakfasts, simple hot meals, cakes and serve meals and drinks so that service users are provided with a nutritional, varied and suitably balanced diet of their choice.
- b) To maintain a high standard of cleanliness in the kitchen and dining areas.

Main Duties:

- 1) To provide food to help facilitate a healthy balanced diet.
- 2) To present food and drink in an appetising way to encourage enjoyment.
- 3) To direct the catering assistant(s) to ensure that the needs of people living in the Home are fully met.
- 4) To assist nominated senior member of staff with menu planning, ordering from suppliers and stock control.
- 5) To receive, check and sign for deliveries of food.
- 6) To ensure adequate and safe storage of food and cleaning materials.
- 7) To maintain a high standard of cleanliness and hygiene within the kitchen.
- 8) To follow agreed cleaning plans.
- 9) To ensure safe storage and use of cleaning materials.
- 10) To maintain and clean all kitchen surfaces, fixtures and fittings.
- 11) To wash, dry and store all kitchen equipment, crockery and utensils and ensure their safe use and care.

12) To check and record relevant temperatures and diary.

Resources

a) People

- 1) Direct catering assistant(s).

- 2) To ensure that individuals dietary needs are met.

b) Financial

- 1) To assist senior staff member with menu planning, stock control, ordering of supplies within our budget.

c) Non-financial

- 1) To be responsible for the care and safe use of kitchen equipment.

- 2) To maintain the fabric of the buildings ensuring that a high quality environment is maintained.

d) Special Factors

- 1) To provide food and drink that are handled, stored, prepared and delivered in a way that meets the requirements of the Food Safety Act 2000.

- 2) To ensure that all people entering the kitchen comply with Food Hygiene Regulations and to ensure that no one unauthorised enters the kitchen.

- 3) To carry out and implement hazard analysis risk assessments.

- 4) To assist with the moving of kitchen equipment and stores, following approved procedures.

- 5) To inform the senior member of staff on duty of any fault or defect with kitchen equipment, or unsafe practices.

- 6) To actively safeguard adults from abuse, prevent abuse from occurring and report any suspected incidents of abuse, following Vista's Policy and Procedures and the local Multi-Agency Policy and Procedures for the safeguarding of Adults.

- 7) To comply with all written or verbal instructions given by senior staff.
- 8) To work flexibly, and to be prepared to adjust timetabled hours, with due notice being given wherever possible, to meet the needs of individuals, or to respond to emergencies (due to staff sickness, emergencies or unforeseen events).
- 9) To carry out any other such duties as required that may reasonably fall within the scope of this post.

Additional responsibilities

- 1) To ensure activities comply with current law.
- 2) To operate within the law at all times, with particular reference to Health and Safety, Safeguarding, Equality and Data Protection legislation.
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial working hours.

Prepared by: JR / PS

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This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none"> ▪ Level 2 catering qualification. ▪ Food Safety Hygiene certificate. 		Application form / interview Application form / interview
Experience	<ul style="list-style-type: none"> ▪ One years catering experience. 		Application form / interview

Skills & Knowledge	<ul style="list-style-type: none"> ▪ Able to work on own initiative, and also to work effectively as part of a team. 	<ul style="list-style-type: none"> ▪ Knowledge of Health and Safety legislation. ▪ Knowledge of the safe use of cleaning materials and equipment. ▪ Knowledge of Infection Control procedures 	<p>interview</p> <p>Interview</p> <p>Interview</p>
Personal Qualities	<p>Commitment to:</p> <ul style="list-style-type: none"> ▪ Provision of the development and delivery for a high quality residential service. 		<p>Interview</p>
Other	<ul style="list-style-type: none"> ▪ Must be able to work flexibly including evening, nights, weekends and bank holidays in accordance with the needs of the Home. 		<p>Interview</p>