

## **Job Description**

**Job Title:** Catering Assistant

**Department:** Residential Homes

## **Primary Objectives:**

To prepare and cook hot breakfasts, simple hot meals, cakes and serve meals and drinks to that Service Users are provided with a nutritional, varied and suitably balanced diet of their choice.

To maintain a high standard of cleanliness in the Kitchen and Dining Areas.

## **Main Duties:**

- 1) To produce food to help facilitate a healthy balanced diet.
- 2) To present food and drink in an appetising way to encourage enjoyment.
- 3) To maintain a high standard of cleanliness and hygiene within the kitchen.
- 4) To follow agreed cleaning plans.
- 5) To ensure safe storage and use of cleaning materials.
- 6) To maintain and clean all kitchen surfaces, fixtures and fittings.
- 7) To wash, dry and store all kitchen equipment, crockery and utensils and ensure their safe use and care.
- 8) To maintain clear records as required.

## Resources

### a) People

- 1) To ensure that individual dietary needs are met.

### b) Financial

### c) Non-financial

- 1) To maintain the fabric of buildings and ensure that the high quality environments maintained.
- 2) To receive, check and sign for deliveries of food.
- 3) To assist with maintaining stock control systems.

### 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 check and record relevant temperatures daily.
- 3) To ensure that all people entering the kitchen comply with Food Hygiene Regulations and to ensure that no one unauthorised enters the kitchen.
- 4) To report any faults or defects with equipment to the senior member of staff on duty.
- 5) To be responsible for the care and safe use of kitchen equipment.
- 6) To assist with the moving of kitchen equipment and stores, following approved procedures.
- 7) 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.

- 8) To abide by all written or verbal instructions given by senior staff.
- 9) 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).
- 10) 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 hours working

Prepared by: PS /JR

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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"><li>▪ Current Food Hygiene Certificate</li><li>▪ Willingness to attend training relevant to the post.</li></ul>		Application form, Interview and Certificates Interview

Experience		<ul style="list-style-type: none"> <li>▪ Previous Catering experience.</li> </ul>	
Skills & Knowledge	<ul style="list-style-type: none"> <li>▪ Able to work on own initiative, and also to work effectively as part of a team.</li> <li>▪ Good verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of Health and Safety legislation.</li> <li>▪ Knowledge &amp; Awareness of the safe use of cleaning materials and equipment.</li> <li>▪ Knowledge of Infection Control procedures.</li> </ul>	<p>Application form &amp; Interview</p> <p>Interview</p>
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Commitment to equal opportunities, and Vista's Statement of Culture, Values and Core Principles.</li> <li>Commitment to:</li> <li>▪ Provision of the development and delivery for a high quality residential service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of moving and handling techniques and equipment.</li> </ul>	<p>Application Form &amp; Interview</p> <p>Interview</p> <p>Application Form &amp; Interview</p>
Other	<ul style="list-style-type: none"> <li>▪ Must be able to work flexibly including evenings, nights, weekends and Bank Holidays in accordance with the needs of the home.</li> <li>▪ Willing to take part in fundraising activities.</li> </ul>		<p>Interview</p> <p>Interview</p>