

JOB DESCRIPTION

JOB TITLE: Catering Assistant

DEPARTMENT: Care Services

RESPONSIBLE TO: Cook

RESPONSIBLE FOR:

- (1) To work as part of a team, as led and directed by the Cook/Care Home manager, cleaning and tidying the kitchen and dining room.
- 2) To ensure that a high standard of cleanliness is maintained throughout the kitchen and dining room.
- 3) To enhance the residents' comfort and good care.

Main Duties and Responsibilities

1. Prepare vegetables daily as directed
2. Clean and polish tables and cutlery, set dining room for lunch. Clean dining room chairs as directed.
3. Carry out the cleaning rota including cleaning of store cupboards, shelves, equipment, fridges,
4. Put dishes through the dishwasher and return to the shelves.
5. Wash cups from morning coffee and afternoon teas as necessary.
6. Check and put away deliveries.
7. Reset tables for supper as necessary.
8. Hoover and mop floor areas as required
9. Be responsible for your own Health and Safety and those of others
10. Delivering meals to tenants in the home unsupervised

Key Performance Responsibilities:

Financial and Non- financial Asset Responsibility

Responsible for: -

- Ensuring wastage is kept to a minimum
- Ensuring the safe use of equipment in the kitchen
- Maintain the good reputation of Viewpoint as a care provider for older people
- Ensuring deliveries match the purchase order and the quality of food is high

Accountability, Judgement and Decision Making

Responsible for: -

- Making sure crockery is always clean
- Keeping the dining room clean and tidy to minimise the risk of infection
- Making sure the dining room is ready for meal times
- Ensuring all food handling follows good food hygiene practices

Job Complexity and Responsibility

Responsible for: -

- Own health and safety and as it relates to others

Communication and Relationships - External and Internal

Responsible for: -

- Communicating all necessary information to the Cook in charge
- Communicating with Care Staff as required
- Working as a team and assisting colleagues as and when required

Special Conditions

- Due to the nature of the role you will be required to work flexibly

General

- To undertake ongoing training and professional development, as necessary, to maintain high standards in the quality of work, as outlined in the Job Description. This includes participation in the annual appraisal review.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any other of the Associations establishments.

PERSON SPECIFICATION

CRITERION	ESSENTIAL	DESIRABLE
Qualification/Professional Membership		
▪ Basic Food Hygiene certificate	✓	
▪ Experience in a care setting, preferably with older people		✓
▪ Moving & Handling Certificate		✓
Experience/Knowledge		
▪ Experience of catering work	✓	
▪ Knowledge and understanding of the needs of older people		✓
Skills/Abilities		
▪ Effective communication skills	✓	
▪ Organisational skills	✓	
▪ Ability to work as part of a team	✓	
▪ Ability to maintain a safe and healthy work environment	✓	
Others		
▪ Anti-discriminatory attitude	✓	
▪ Be able to work flexible shifts	✓	
▪ Be willing to undertake training	✓	

Print name : _____

Signature : _____

Date : _____

Catering Assistant - Care - revised 2016