



## JOB DESCRIPTION

### Job information as shown on organisation chart

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|
| <b>Job Title:</b> Catering Assistant, Hillside                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Post No:</b> | <b>Hoople Band:</b> Band A2                   |
| <b>Service:</b> Training and Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Section:</b> | <b>Location:</b> Hillside<br>Residential Care |
| <b>Organisational information:</b><br><br>Responsible to: Cook, Hillside<br><br><b>Key relationships/Functional links with:</b><br><br><i>Internal:</i> managers and employees and service users<br><br><i>External:</i> Herefordshire Council managers, employees, suppliers                                                                                                                                                                                                                                                                                                                                 |                 |                                               |
| <b>Main Purpose of Job:</b><br><br>To assist with basic food preparation and serving of meals to clients and to ensure the kitchen is kept in a clean and hygienic condition.                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                                               |
| <b>Main Responsibilities / Accountabilities:</b><br><i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> <li>To assist with meal preparation and food assembly process.</li> <li>To ensure standards of hygiene comply with Environmental Health legislation</li> <li>To ensure Health &amp; Safety policies and guidelines are adhered to (e.g. COSHH regulations)</li> <li>To carry out kitchen tasks and cleaning duties as directed by the Cook</li> </ul> |                 |                                               |
| <b>Job Activities:</b> <ul style="list-style-type: none"> <li>To assist with basic food preparation for client's meals.</li> <li>To undertake general cleaning duties, ensuring that the kitchen is kept in a hygienic condition.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |                 | <b>Frequency</b><br>Daily<br><br>Daily        |

|                                                                                                                                                                              |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <ul style="list-style-type: none"> <li>• To use electrical equipment and ensure the equipment is used safely and appropriately maintained.</li> </ul>                        | Daily |
| <ul style="list-style-type: none"> <li>• To assist with simple cooking tasks.</li> </ul>                                                                                     | Daily |
| <ul style="list-style-type: none"> <li>• To assist with serving of food to clients.</li> </ul>                                                                               | Daily |
| <ul style="list-style-type: none"> <li>• To assist with the preparation and serving of light snacks and beverages to clients.</li> </ul>                                     | Daily |
| <ul style="list-style-type: none"> <li>• To deal with store deliveries of kitchen stock items and to ensure these are stored correctly.</li> </ul>                           | Daily |
| <ul style="list-style-type: none"> <li>• As instructed and in line with COSHH regulations, replace cleaning fluids to kitchen equipment.</li> </ul>                          | Daily |
| <ul style="list-style-type: none"> <li>• To ensure meals are presented to a high standard.</li> </ul>                                                                        | Daily |
| <ul style="list-style-type: none"> <li>• To act as a liaison with other employees to ensure proper food service temperature.</li> </ul>                                      | Daily |
| <ul style="list-style-type: none"> <li>• To ensure that at the end of each shift, the kitchen is left clean and hygienic as determined by food hygiene standards.</li> </ul> | Daily |
| <ul style="list-style-type: none"> <li>• To attend and participate in staff meetings.</li> </ul>                                                                             | Daily |
| <ul style="list-style-type: none"> <li>• To perform other such reasonable duties as may be required.</li> </ul>                                                              | Daily |
| <b>Other information:</b><br><br><br><br><br><br><br>                                                                                                                        |       |

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|---------------------------|--|-------------------|--|
| <b>Manager Signature:</b> |  | <b>Date:</b>      |  |
| <b>Manager Name:</b>      |  | <b>Job title:</b> |  |

**Date Job Description last reviewed:**

June, 2020



## PERSON SPECIFICATION

### Job information as shown on organisation chart

|                                                                                                    |                                        |                                                                                  |
|----------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------|
| <b>Job Title:</b> Catering Assistant,<br>Hillside<br><br><b>Service:</b> Training and<br>Education | <b>Post No:</b><br><br><b>Section:</b> | <b>Hoople Band:</b> Band A2<br><br><b>Location:</b> Hillside<br>Residential Care |
|----------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------|

| All candidates will be considered on their ability to meet the requirements of the person specification | Essential criteria                                                                                                                                                                                                                                                              | Method of Assessment* |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Experience and knowledge</b>                                                                         | <ul style="list-style-type: none"><li>• Experience of basic food preparation</li><li>• Experience of serving food to customers</li><li>• Experience of working in a busy kitchen environment</li><li>• Knowledge of Environmental Health and Food Hygiene Regulations</li></ul> | AF, I                 |

|                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Skills and Abilities</b><br><i>Including personal attributes</i>                                                                                                            | <ul style="list-style-type: none"> <li>• Excellent communication skills and ability to work as part of a small team</li> <li>• Ability to keep high standards of hygiene and cleanliness</li> <li>• Ability to work to tight deadlines</li> <li>• Excellent organisation skills</li> <li>• Ability to use kitchen equipment safely</li> <li>• Excellent interpersonal skills</li> <li>• Ability to work to a routine and time scales</li> <li>• Ability to adhere to regulatory guidelines</li> </ul> | AF, I |
| <b>Qualifications and Training</b><br><i>including professional qualifications</i>                                                                                             | Willingness to undertake relevant training within the first 3 months of employment                                                                                                                                                                                                                                                                                                                                                                                                                    | I     |
| <b>Other Factors</b><br><i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i> | <p>DBS – insert level required</p> <p>Hours of work to be flexible, evening and weekend working essential</p> <p>To undertake any relevant training as required</p> <p>To promote equal opportunities, anti-discriminatory and anti-oppressive policies and practices</p>                                                                                                                                                                                                                             |       |

|                           |  |                   |  |
|---------------------------|--|-------------------|--|
| <b>Manager Signature:</b> |  | <b>Date:</b>      |  |
| <b>Manager Name:</b>      |  | <b>Job title:</b> |  |

\*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

**Date Person Specification last reviewed:**

June, 2020