

# Job Description & Person Specification

<b>Job Title</b>	Catering Assistant
<b>Division/Location</b>	All Hallows
<b>Reporting to</b>	Manager, All Hallows
<b>Weekly Hours</b>	As advertised
<b>Grade/Salary</b>	£9.50 per hour

<b>Job Description</b>
<p><b>The Role:</b></p> <p>To assist in providing a high-quality service to our residents whilst adhering to food safety standards. You will also support in the delivery of providing an excellent meal-time experience to residents alongside always maintaining high standard of cleanliness in the kitchen.</p>
<b>Main Responsibilities</b>
<ul style="list-style-type: none"> <li>• Undertake basic preparation of food for residents at All Hallows, cooked or uncooked. This includes ensuring that a continental breakfast is offered, and basic cooked options are provided, when requested.</li> <li>• Ensure that Appetito meals and specialist meal options are cooked according to the guidance and presented to a high standard.</li> <li>• To ensure that all cooked meals are of a high standard and in doing so, record the batch numbers associated with Appetito meals and undertaking temperature checks in line with Food Safety protocols.</li> <li>• To ensure the cooking and service of resident's specialist diets is undertaken accordingly based on resident's needs.</li> <li>• Serve all meals and support with the serving of beverages with the support from colleagues.</li> <li>• To ensure that the mealtime experience of residents is of a high standard. This can be achieved by ensuring that tables are laid and cleaned, condiments and napkins are displayed alongside menus.</li> <li>• Maintain a high standard of cleanliness within the dining room by ensuring that trolleys are collected, and plates and cutlery are collected and washed accordingly.</li> <li>• Clean designated areas of the kitchen to ensure that they are kept in a hygienic condition and to also ensure that all equipment is kept clean to a high standard.</li> <li>• Monitor stock of meals and ensure that this is reported to the manager so that these can be managed accordingly.</li> <li>• To ensure that the refreshment trolleys are stocked appropriately and replenished when required.</li> <li>• Report faults in powered equipment to the Manager, ensuring that such items are taken out of use.</li> <li>• Assist care staff as necessary in being mindful to the needs of residents.</li> <li>• Attend and participate in team meetings and undertake any identified training required, and actively keep up to date with personal development.</li> <li>• To ensure that services are provided in accordance with Norsecare values and standards, equal opportunities and objectives of quality assurance.</li> <li>• Undertake continuous professional development within the industry</li> <li>• Demonstrate personal commitment to the Norse Way CSR strategy</li> </ul>
<p><b>Other Duties</b></p> <p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.</p>

<b>Approval/Review Date</b>			
Approved by Operations Director:		Date	
Approved by Head of Resourcing:	Jo Wishart	Date	08.10.2021

### Our Values

You will be expected to promote and adhere to the workplace values of our organisation:



Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	Knowledge of Health and Safety Regulations within a kitchen environment.	Essential	AF/I
	Knowledge of Manual Handling guidelines, ideally with formal training.	Desirable	AF/I
<b>Experience</b>	Previous experience within a similar catering or kitchen assistant role.	Desirable	AF/I
<b>Skills/Abilities</b>	Excellent customer service skills.	Essential	I
	Ability to work on own initiative and part of a wider team.	Essential	I
	Capable of working to deadlines in a busy environment.	Essential	I
<b>Other Requirements</b>	Currently holds an Enhanced DBS, or able to attain one at short notice.	Essential	AF/I

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health &amp; Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p>

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by Head of Resourcing:	Jo Wishart	Date :	08.10.2021

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

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