

CATERING ASSISTANT - JOB DESCRIPTION

To assist in providing a high-quality catering service for the inpatients, visitors, staff and volunteers at St Barnabas.

Must be comfortable working on the wards, going into patients' rooms and liaising with them regarding their catering requirements as this is a key part of the role.

Mandatory training modules and company Food Hygiene Training must be completed

What you'll do:

Duties and responsibilities over varying shifts:

- Clearing returns from patients' rooms
- Replenishing patients' water jugs
- Providing hot and cold drinks for patients, including an afternoon tea round
- Liaising with nursing team regarding patients' catering requirements
- Keeping chef on duty informed of any changes in patient numbers and requests
- Laying-up of trays for patients
- Preparation of Sandwiches & Salads
- Taking and recording of fridge and freezer temperatures
- Setting up, serving and clearing down in the hospice coffee shop
- Replenishing stock in vending machines and in the ward kitchen
- Preparing breakfast for our in-patients
- Cooking basic breakfasts for our in-patients (fried egg, scrambled egg, bacon etc.)
- Putting away deliveries and rotation of stock
- Cleaning duties
- Washing-up duties
- Must be able to work to deadlines under your own initiative, without direct supervision
- Must be available to help out with a share of Bank Holidays including over the Christmas period.

(There is minimal cooking involved in this role)

Physical Demands:

- Must be physically fit
- On feet for all the working shift - the role entails a lot of walking and standing
- Lifting, carrying, bending, stretching, pushing of trollies
- Working environment can be hot on occasions

Personal grief must be resolved sufficiently to perform and cope in palliative care setting.

The details:

The role reports to: **Chef Manager**

The contract is: **Bank**

The hours are: **Variable**

You'll be based at our offices in **St Barnabas House**

OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

SAFEGUARDING

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.