

Job Description:

Function:	Patient Catering
Job:	Catering Staff
Position:	Kitchen Porter
Job holder:	Kitchen Porter
Date (in job since):	
Immediate manager (N+1 Job title and name):	Jayne Cleary
Additional reporting line to:	
Position location:	Patient Catering

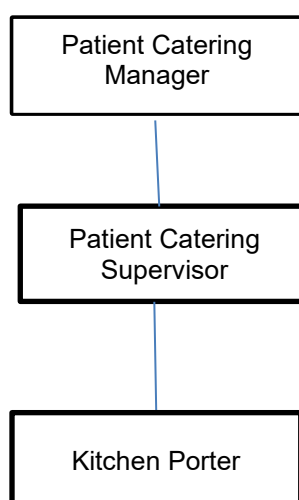
1. Purpose of the Job – State concisely the aim of the job.

To assist with kitchen duties and delivering meals to hospital wards

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics ▪ Add point									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To effectively carry out a range of kitchen porter duties in accordance with the relevant work schedules and instructions from the Catering Supervisor
- Conform with any relevant legislation and codes of practice appertaining to HSEQ (Health, safety, Environmental & Quality)
- Be responsible for your own Health & Safety and that of any other person working with you. Take care to ensure that your activities do not put others at risk.
- Delivery of Ad Hoc items to wards and clinical areas

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Good communication skills to enable communication with colleagues regarding on job duties and provision of catering service
- Complete daily documentation in accordance to the schedule
- Push and pull trolleys containing food provisions and equipment
- Work in accordance with laid down procedures and standards referring matters to supervisor as necessary.
- Ensure all food production equipment are in good working order and that routine cleansing and maintenance schedules are performed

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA
- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospital of North Staffordshire Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To participate in personal objective setting and review, including the creation of a personal development plan
- Undertstand and comply with Trust and Sodexo regulatory procedures e.g. Hygiene, Health and Safety, COSHH and GDPR
- Staff members who develop recurrent skin and soft tissue infections and other infections that may be transmittable to patients have a duty to contact Occupational Health

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Emotional Resilience
- Understanding of Customer Care

- Ability to listen and have good communication skills
- Adaptable and self-motivated
- Understanding of Health and Safety
- Ability to work under pressure
- Be able to work as part of a team
- To act on their own initiative and adapt quickly to change

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Learning & Development	Leadership & People Management
Employee Engagement	Innovation and Change
Brand Notoriety	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			