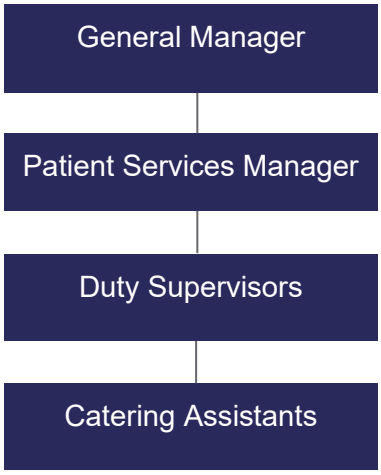
ON-SITE SERVICES

sodexo
QUALITY OF LIFE SERVICES

JOB DESCRIPTION

Position Title	Catering Assistant	Generic Job Title	Food Service Assistant
Segment	Healthcare	Location	Chesterfield Royal Hospital
Reports to	Duty Supervisor	Office / Unit name	GB340745

ORGANISATION STRUCTURE



Job Purpose

- To work as part of the catering team, to provide a range of services to patients, visitors and staff.
- Works closely with both catering and ward based teams to ensure an efficient and effective service, always striving to excel in customer care.

Accountabilities or "what you have to do"

Operational

- Carry out bulk food service at ward level as directed by duty supervisor
- Complete all documentation associated with meal service
- Wash-Up
- Trolley Set-Up

Cleaning

- Cleaning of service equipment through the use of mechanical dishwashing and hand washing of equipment as instructed
- Cleaning of Regen Trolleys as per cleaning Schedule
- The general cleaning of the kitchen and associated areas to include large and small items of equipment to ensure compliance with our safety management system

STOP HUNGER
A Sodexo Initiative

- Ensure compliance and completion of catering department cleaning schedules

Collection and Delivery

- Collection of breakfast trolleys and associated items from ward level to main kitchen
- Delivery of ward order requests as directed

Documentation

- To complete all relevant documentation for each service period including temperature records, cleaning schedules and ward delivery documentation

General

- The reporting of mechanical defects and need for repair to the duty supervisor
- To undertake all training to comply with current legislation and to complete Sodexo Food Safety and Health & Safety passports as and when advised
- To undertake operational training when requested and sign-off when complete
- To observe at all times the guidelines and working methods for adherence to food safety legislation
- Carry out other reasonable requests as directed by management

Skills, Knowledge and Experience

Essential

- Literate & Numerate
- Good interpersonal skills and ability to communicate effectively with customers, clients and staff
- Ability to work well under pressure
- Ability to achieve performance criteria, with particular regard to hygiene
- Positive approach to learning in role
- Self-motivated
- Able to use own initiative
- Ability to work effectively as part of a team
- Flexible approach to role

Desirable

- Basic Food Hygiene Certificate
- Previous experience in a catering environment

Employee Signature……

Employer Signature……

Version	2	Date	May 2019