

JOB DESCRIPTION

Position Title	Production 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
- To assist in the production and service of food according to the service level agreements

Accountabilities or “what you have to do”

Operational

- Ensure that appropriate methods of cooking and preparation are followed through compliance with specification sheets to maintain the highest standards of production and service
- Complete all documentation associated with production (record temperatures) to ensure that legal and company regulations regarding hygiene, health & safety and food safety are complied with
- Assist with the monitoring of production and wastage in line with the daily modis sheet

Delivery to ward level

- 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
- Ensure accurate collation of paperwork regarding food service forms and numbers

Cleaning

- Cleaning of service equipment through the use of mechanical dishwashing and hand washing of equipment as instructed
- 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
- Ensure compliance and completion of catering department cleaning schedules

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 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.....
