**Ward Host / Hostess at Nuffield**

**Job Description**

5 days out of 7, 37.5h a week

**Job Purpose**

To assist in the preparation of all patient food services. To ensure that all foods are produced in a safe and hygienic manner at all times. Assemble patient meals ready to transport to patients bed-side.

To work in conjunction with the ward and kitchen team to develop and provide a high quality helpful courteous service to patients, visitors and staff

**Accountabilities** or “What you have to do”

· To probe, record and complete all temperatures / paperwork correctly daily and sign

· To complete the cleaning schedule daily and sign

· To Communicate professionally with the Chef on duty for food requirements to reduce possible waiting times and wastage.

· To adhere to all legislation, the clients and company policy in the provision of patient meal service.

· To clear down and clean all work areas before end of shift

· To serve Patients and Visitors politely and efficiently

· Ensure that all dietary requirements are reported to the Chef and all requirements are followed

· To maintain and fill if required Coffee machines .

· To ensure the patient has fresh drinking water available at all times unless otherwise informed.

· Conduct meal services by attractively presenting meals adhering to any specific requested portion sizes.

**Key Performance Indicators** (KPIs) or “What it will look like when you are doing the job well”

· All Patient, Visitors and Staff will be fed to the standard required by both Sodexo and Nuffield

· No Patient, Visitor or Member of staff will be waiting for food or beverage service

· All Paperwork will be completed and within H&H guidelines and requirements

· Reduction in waste

· Work area will be organised and functioning within all H&H regulations

**Contextual or other information**

* To follow directions given at all times for various possible jobs outside of the job description and to be available to assist as required.
* To report any broken equipment or damage to Supervisor or Catering Business Manager
* To report possible “Near Misses” to Supervisor or Catering Manager
* To communicate to all Nuffield / Sodexo Staff with professionalism at all times
* To notify Supervisor / Chef if leaving the department at any time