

Ward Host / Hostess (Food & Beverage Assistant) at Nuffield Guildford

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

Name:

Date:

Signature: