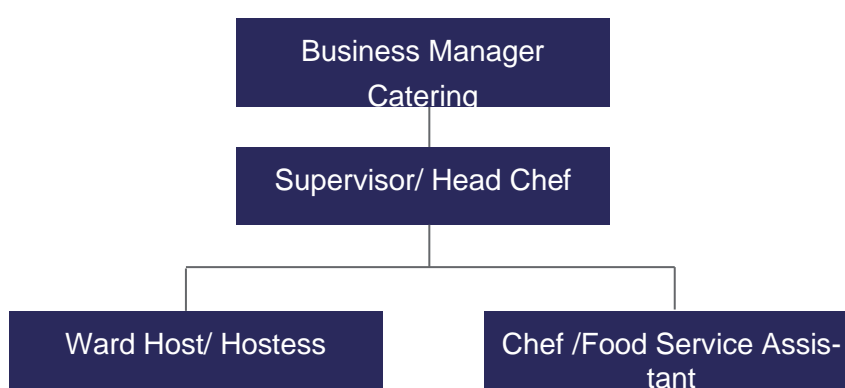


JOB DESCRIPTION

Position Title	Food service assistant	Department	Catering
Generic Job Title	Food Service Assistant	Segment	Healthcare
Team Band	Frontline Staff	Location	Nuffield Group
Reports to	Business Manager Catering	Office / Unit name	Nuffield Chichester

ORGANISATION STRUCTURE



Job Purpose

- To work in conjunction with the ward and kitchen staff to provide a high-quality Sandwiches and salads, helpful and courteous service to patients and staff to include the preparation, service and presentation of breakfast, lunch, dinner and hospitality.

Accountabilities or “what you have to do”

- To prepare, present food for patients, theatres, staff and consultants covering, lunch and dinner following the agreed recipes and standards set by Sodexo and Client
- To follow all company and legal food hygiene regulations inline with HACCP
- To follow and comply with all health and safety regulations set by the company and legally required.
- To work in clean, tidy and efficient manner.
- Ensure that Your section is clean and tidy at all times
- Provide helpful and friendly and welcoming service and environment in staff restaurant at all times.
- To ensure all food goes out to patients at the agreed times.
- To accurately record all food wastage and report to manager
- Make sure that requests by patients or staff with special dietary requirements are provided for
- To check and co-ordinate with the chef ward hostess orders for breakfast lunch and dinner.

- To work with the GA to ensure washing up is kept to a minimum
- To accept deliveries, checking temperature and quality on the shift you are on.
- Check dates on food and dispose of any out of date food.
- Fill in all cleaning and temperature records if required.
- Ad-hoc duties as and when required

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

- Good results on PSS on a monthly basis
- Increased revenue on staff restaurant
- Client satisfaction
- Safeguard audit report green
- Maintain 5-star food hygiene rating from EHO

Skills, Knowledge and Experience

Essential

- Ability to understand detailed instructions
- Ability to understand and adhere to current legislation at all times
- Ability to allocate resources effectively
- Good communication skills
- To work well with in team

Desirable

- Food hygiene certificate level 1 or above
- Ability to demonstrate flair within food offer

Contextual or other information

- During the course of his/her duties the post holder may have access to private and confidential information which must not be divulged to any unauthorised person or relative at any time.

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Document owner	Chris Stafford		

