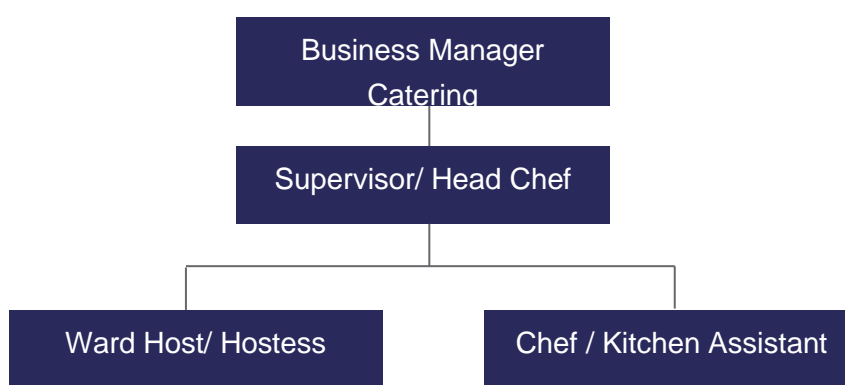


JOB DESCRIPTION

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

ORGANISATION STRUCTURE



Job Purpose

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Accountabilities or “what you have to do”

- To assist in the preparation of patient food in a hygienic manner following all instructions given.
- Stock Rotation of food recording any wastage
- Keeping all areas clean and tidy
- Cleaning of kitchen/pantry/restaurant equipment, crockery, utensils and structure
- Assist with stock takes, checking in deliveries and putting away stock
- Delivering of catering supplies to wards, departments and call orders
- Filling in of paper work e.g. temperature records, cleaning rota
- Assist the manger and supervisor to achieve service level agreements, health and safety requirements.
- Reporting of faulty equipment or near misses
- 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
- Safegard audit report green
- Maintain 5 star food hygiene rating from EHO

Skills, Knowledge and Experience

Essential

- Work well with in a team
- Ability to understand detailed instructions
- Good communication skills
- Good Numeracy and literacy skills

Desirable

- Food hygiene level 2 or above

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	Gary Smith		