

# Job Description: Catering Assistant

Function:	Healthcare
Job:	Kitchen Porter
Position:	Kitchen porter
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Kitchen Supervisor
Additional reporting line to:	Patient Dinning Manager
Position location:	Main Kitchen, North Devon District hospital

## 1. Purpose of the Job

- Responsible for the day to day running of the kitchen to include maintenance of catering services to all patients, staff and visitors
- Maintaining kitchen hygiene in line with Company policy & Food safety legislation
- Ensure food production in line with Sodexo standards of quality, food Safety and Health & Safety

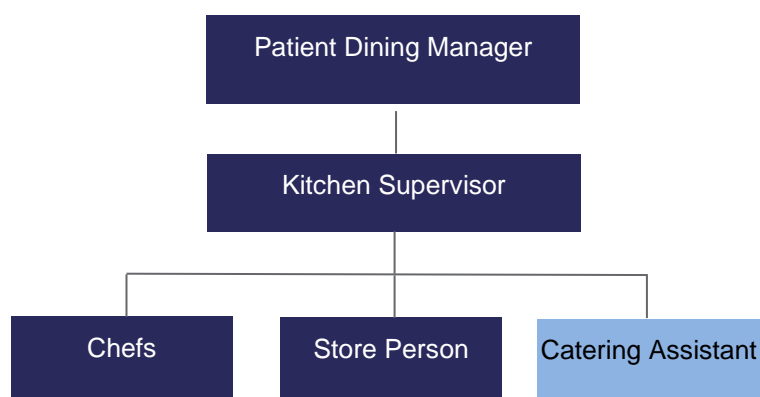
## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

- Add point

## 3. Organisation chart



#### 4. Context and main issues

- Food safety legislation & compliance
- Health & Safety legislation & compliance
- Compliance with Company & Client policies
- COSHH compliance
- General catering cleaning duties
- Maintenance of cleaning records
- Ad-Hoc food preparation

#### 5. Main assignments

##### Catering Tasks

- Maintain kitchen cleanliness to high standard in line with company policy and food safety legislation
- Ensuring all company procedures and checks are carried out daily
- Ensure that all equipment and materials are used and stored safely in compliance with COSHH regulations
- Ongoing checking of equipment for general standard of maintenance and report mechanical faults as necessary
- Ensuring the observance of managing safely, safe working methods and recording and reporting any untoward incidents by the appropriate Incident/accident report forms.
- Food preparation tasks as required
- Complete all mandatory company training
- The post holder maybe required to utilise IT systems as part of their role. All necessary training will be provided
- Provide cover for staff during periods of absence

##### Conduct

- To be correctly dressed in the correct uniform at all times. This specifically includes the wearing of Sodexo name badges and Trust Identity Cards and ensuring that both are clearly visible at all times.
- Staff must conduct themselves in a professional manner at all times and be aware of the patient's dignity and privacy when it comes to their personal information.
- All staff will be mindful to give assistance and wherever possible to help with any queries raised by patients, visitors and staff.

##### Quality

- Sodexo is committed to providing patient customer care of the highest quality and promotes this through the customer care training of their staff.
- Complete all audit and quality standards documentation as required.
- Completion of cleaning duties both planned and Ad-Hoc
- Ensure Cleaning Schedules are completed and documented

##### Confidentiality

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

##### Policies and Procedures

- Ensure safe practice to minimize the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy.
- The post holder is required to familiarise and comply with all relevant Sodexo and Trust policies and procedures.

##### Health and Safety

- Ensure correct use of PPE following company, local & national standards, guidelines and policy's to prevent exposure to injury, infectious diseases and cross contamination.
- Staff must take care of their own safety and others who may be affected by their actions or omissions.
- Employees have an obligation to report any Health and Safety concerns to management.

- Employees must report any accidents or near misses to the appropriate manager and must also complete the appropriate Incident/accident report forms.
- Employees must ensure that all equipment or personal protective equipment provided is used in the appropriate manner.
- The duties of this post are not exhaustive and may be reviewed and amended as necessary in accordance with a changing environment

## 6. Accountabilities

- Green Safeguard Score
- Good PLACE food score
- Excellent patient satisfaction feedback
- Local Authority Food Safety scores; 5 stars

## 7. Person Specification

### Essential

- Good communication skills
- Customer focused positive attitude
- Organised
- Numeracy & literacy skills
- Awareness of Health and Safety legislation
- High standards of personal hygiene

### Desirable

- Food Safety qualification (NVQ Level 2)
- Health & Safety qualification
- Catering background – Institutional or large scale

## 8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Brand Notoriety
▪ Rigorous management of results	▪ Innovation and Change

## 9. Management Approval – To be completed by document owner

Version	2	Date	Dec 2024
Document Owner			



JOB DESCRIPTION – ACCEPTANCE SIGNATURE

Employee Name.....

Signature.....

Date.....