

General Assistant

Overall Responsibility of Role:

To assist in the receipt and delivery of patient food services and associated catering stores activities. To ensure that all designated areas are maintained in a clean and hygienic manner at all times.

To assist with the preparation and service of all foods required for staff & visitor food services. To ensure that all foods are produced and served in a safe and hygienic manner at all times

Key Duties:

- Assist with the receipt and delivery of all materials necessary for the provision of patient food service
- Through routine and periodic cleansing, maintain all catering areas in a hygienic manner
- To provide general assistance throughout the catering department as required
- To adhere to all legislation, the Clients' and Company policy in the provision of patient meal service.
- Ensure that stock control and rotation procedures are maintained
- To ensure that all foods are displayed and served according to the food service plan for each area
- The service of beverages and meals to all customers
- Delivery of hospitality requests, in a timely fashion
- The clearing and cleaning of tables and washing up crockery
- To ensure that dining areas are maintained according to the room layout plan and hygiene management schedules
- Complete all audit and quality standards documentation as required
- To ensure that 'front of house' foods are prepared according to standard recipe and production schedules
- To ensure that all food and beverage dispensing outlets are in good working order and that routine cleansing and maintenance schedules are performed
- Assist with materials requisitioning procedures

Technical Qualifications and Competencies:

- Basic Food Hygiene certificate
- NVQ level 1
- Manual handling certificate.

Management and Personal Competencies

- Team player
- Customer Care Training Certificate