



JOB DESCRIPTION

Job Title	Catering Assistant
Responsible to	Chef Manager
Responsible for	None
Post Objective	Working as part of a team, you will provide a quality catering service and help create a warm and friendly atmosphere for our residents.

SUMMARY OF MAIN RESPONSIBILITIES

1. To undertake all cleaning duties according to the standards and frequencies laid down and within the guidelines on the use of cleaning materials and equipment.
2. Maintain kitchen and equipment cleanliness standards including monitoring satellite units.
3. Distribution of food supplies to the satellite kitchens, record and monitor use.
4. Assist in the preparation, cooking and serving of meals, beverages and snacks in accordance with all Food Safety requirements.
5. Receive, check and store deliveries according to companies' policies and procedures.
6. Professionally communicate with residents, visitors and staff.
7. Follow all company policies and procedures and complete paper work as instructed.
8. Attend staff meetings, training and development and staff supervision.
9. Undertake any other duties, depending on skills and competency, to enable the efficient running of the Home.

PERSON SPECIFICATION

Job Title	Catering Assistant
Department	Care Homes
Line Manager	Chef Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> o Trustworthy and able to deal confidentially with Residents' and business information. o Ability to assist the Deputy Chef Manager in the preparation, cooking and serving of meals. o Basic numeracy skills o Must be physically fit and able to cope with the demands of the post and attend for work on a regular basis. o Flexible approach to work o Ability to understand verbal and written instructions and to communicate well. o A positive attitude to residents' rights. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> o Basic knowledge of Health and Safety practices in the workplace o Knowledge of safe food handling and hygiene principles. o Willing to undertake relevant training. 	<p>D</p> <p>D</p> <p>E</p>
EXPERIENCE	<ul style="list-style-type: none"> o Previous experience of working in a catering environment. o Experience in communicating with people living with dementia 	<p>D</p> <p>D</p>
PERSONAL	<ul style="list-style-type: none"> o Good interpersonal skills and the capacity to become an integrated member of the care team. o Courteous and polite o Sensitive to the needs of older people o Neat and tidy in appearance 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>