

**Job Description**

<b>Job Title</b>	<b>Catering Staff/Kitchen Assistant</b>
<b>Department</b>	<b>Catering</b>
<b>Reports to</b>	<b>Catering Supervisor/Catering Manager/Director of Facilities</b>
<b>Date</b>	<b>2014</b>

**Overall Aim of Job**

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Prepares and delivers food service with optimal nutritional care and meal service to hospital patients by performing the following duties.

**Key Responsibilities and Deliverables**

- Reads production sheets and menu cards to accurately determine items to place on tray.
- Sets up, assembles and serves food for patients and special function in a timely manner.
- Places items such as eating utensils, napkins and condiments on trays.
- Serves hot and cold food items and nourishment’s such as entrees, sandwiches, desserts, salads, soups and beverages.
- Apportions and places food servings on plates and trays according to diet list on menu card.
- Ensures correct diet is served to specific patients.
- Washes dishes and cleans work area, tables, cabinets, and floors using appropriate solutions and techniques.
- Stocks storeroom and freezer, rotating supplies for first and last out.
- Participates in quality control and quality improvement data gathering.
- Follow HACCP guidelines and ensure that all the necessary information is being recorded accurately and efficiently.
- Pushes carts to units. Delivers late trays as needed. Returns carts to kitchen after meal service.
- Observes infection control and HACCP policies in food handling storage, wearing gloves and proper protective equipment.
- Collects and places rubbish in designated containers. Breaks down cardboard boxes.
- Records amount and types of special food items served to patients.
- Knows and follows fire and disaster plan, report of injuries, lifting techniques, Universal precautions, MSDS policies and procedures.
- Follow the diet sheets as set out by the Clinical Nutritionist and ensure that patients get the correct menu.
- Follow all dietary changes as outlined by the Nursing Staff.
- Carry out necessary cleaning tasks in order to maintain a clean, tidy and hygienic environment.
- Sweep and mop floors during service and at the time of the shift.
- Wash up all soiled crockery, cutlery, glassware, pots and pans.
- Unload deliveries, collect waste and carry it to refuse bins
- Collects and places rubbish in designated containers. Breaks down cardboard boxes.

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- Lift and carry heavy items.
- Basic food preparation.
- Stocks storeroom and freezer, rotating supplies for first and last out.
- Participates in quality control and quality improvement data gathering.
- Setting up teas, coffees and refreshments for function if needed and clearing away following function.
- Observe the correct use and care of equipment reporting any defect in materials or equipment properly.
- Provide assistant to other staff as directed by your supervisor or manager.
- Follow HACCP guidelines and ensure that all the necessary information is being recorded accurately and efficiently.
- Observes infection control and HACCP policies in food handling storage, wearing gloves and proper protective equipment.
- Knows and follows fire and disaster plan, report of injuries, lifting techniques, Universal precautions, MSDS policies and procedures.

**Person Specification**

<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Preferable Leaving Certificate or equivalent.</li> <li>▪ Preferable Computer literate.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Preferable 6 months relevant work experience.</li> <li>▪ Preferable knowledge of Food Hygiene</li> </ul>
<p><b>Job Specific Competencies and Knowledge</b></p>	<ul style="list-style-type: none"> <li>▪ Observes all infection control policies for proper food handling, storage, hand washing, glove wearing, uniform and grooming. Works as team player to meet goals and department demands.</li> <li>▪ Exhibits high level of customer/patient relation skills.</li> <li>▪ Exhibits ability to work as member of team in daily performance of duties.</li> <li>▪ Interaction with all hospital departments.</li> <li>▪ Knowledge of all standard procedures for food preparation, goods in, storage and hygiene.</li> </ul>
<p><b>Personal Competencies</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to work well as part of a team.</li> <li>▪ A good level of English is required.</li> <li>▪ All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</li> </ul>

**This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.**

**Job Description received by employee:** \_\_\_\_\_  
**Signature** **Date**

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**Name (Block Capitals)**