

Job Description

Job title	Catering Assistant	Job family	Priory Adult Care
Reporting to	Deputy Home Manager	Job code	HOS/021
Location	Various across division	Evaluation Date	August 2018

Job Purpose

Required to support the provision of the catering operation assisting with basic food preparation and hygiene.

Responsibilities

Quality

Assists catering staff with both the preparation and cooking of meals in accordance with the company's Assured Safe Catering policies and procedures.

Under direction, takes responsibility for parts of the catering operation.

As part of the catering team, the role holder will be required to ensure the kitchen and associated areas meet operational hygiene standards and comply with the company's Assured Safe Catering policies and procedures.

Innovation

Amends the services to suit the needs of the site.

Value

Reduce the amount of waste to gain a greater value for money.

Knowledge / Education / Skills

The role holder requires basic numeracy and literacy skills together with an appreciation of basic food hygiene.

Experience

Experience in a catering environment is not essential as full training is provided.

Responsibility

Staff

Occasionally required to assist less experienced colleagues.

Budgets & equipment

No budgetary or financial responsibility. Responsible for the appropriate use of various pieces of catering equipment.

Informatics

Shared responsibility for maintaining appropriate records and data as required under the company's Assured Safe Catering policies and guidelines.

Communication

Responds to routine enquiries from colleagues and occasionally residents.

Working Environment

The role holder works within a busy kitchen environment using a variety of equipment where many routine tasks are repetitive and require a degree of sustained physical effort and concentration.

Special Features

The role holder will be expected to partake in Priory's mandatory training.

Upholding the Company Behaviours	
This provides some guidance on the types of conduct to support the Company Behaviours	
Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member
Being a Family	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector