

Job Description

Job title	Catering Assistant	Job family	Healthcare
Reporting to	Unit Manager	Job code	HOS021
Location		Evaluation Date	19/02/2013

Main Purpose

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

Key Accountabilities

Quality

1. Assists catering staff with both the preparation and cooking of meals in accordance with the company's Assured Safe Catering policies and procedures.
2. Under direction, takes responsibility for parts of the catering operation.
3. 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

4. Amends the services to suit the needs of the site.

Value

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

Knowledge & 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.

Autonomy & Impact

The role holder undertakes routine and regular tasks with discretion to prioritise work, but where judgements and decisions will have a marginal impact on the catering operation.

Intelligent Problem Solving

Usually works within existing processes and procedures, however, the nature of food preparation will require some creative thinking.

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 & Interaction

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 Company Values

Competency	Req'd Level	Descriptors
Quality - Of care, treatment, of facilities and of staff	1	<ul style="list-style-type: none"> ✓ Checks quality of own work ✓ Follows procedures ✓ Corrects errors and mistakes ✓ Complies with relevant regulatory and statutory requirements
Innovation - Being forward thinking and thought leaders	1	<ul style="list-style-type: none"> ✓ Adapts new services already introduced in other areas within the group ✓ Amends these services to suit the needs of the local service
Value - Due to transparency and flexibility	1	<ul style="list-style-type: none"> ✓ Prices services in line with local needs ✓ Reacts to local feedback regarding pricing of services