

Add logo here

This **Job Description** is for a job with:

Name of organisation



A **Job Description** tells you:

- **your tasks** – the things you need to do in the job
- **your duties** – what you should do and who you report to



This **Job Description** is for

Catering Assistant



The **annual salary** is Band

2

That is

£XX,000 every year

You will work at



Work address here

The manager for this post is the:



Catering Manager

This job is in the



Catering Department



What will you do as a Catering Assistant?



You will:

- keep the Catering Department clean and tidy
- serve healthy food to patients, visitors and staff





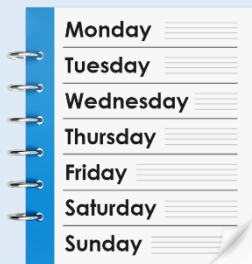
What are the main tasks of the job?



Here is a **list** of the main tasks you need to do for this job. You will:



- keep all equipment and cutlery very clean



- work on your own and plan your own work every day



- put things away and keep the kitchen clean and tidy



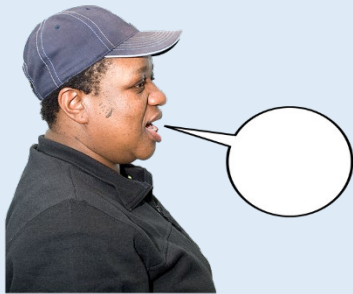
- throw rubbish and food waste away in the bins. Keep the bins clean



- check all the food, drink and other things kept at the hospital



- make sandwiches and snacks



- tell the Head Cook when equipment needs repairing or food needs to be ordered.



- use a cash till when needed



- work well with other members of staff and help new staff



- fill in documents and complete them on time



- need to think about ways to make the service better



What is the job like every day?



You will stand up all day and move around a lot too.



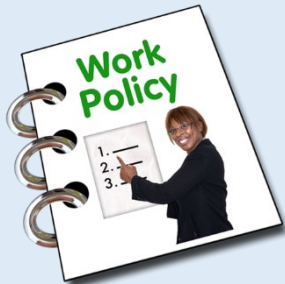
Most days you will use equipment, such as dishwashers or microwave ovens.



Most days you will have to deal with money.



Where you work will be hot **and** cold.



Your manager will:

- tell you about the **policies** you need to follow while you are working.



A **policy** is a list of rules telling staff:

- how they **should** behave at work.
- how they **should not** behave at work.



There is a list of these **policies** on Pages **10 to 12**.



- have regular meetings with you to find out how you are getting on in your job.

This is called a **performance review**.



Who will you work with?

You will work with:



- Other members of staff in the Catering Department
- Staff, patients and visitors
- Staff from other businesses
- Staff from the local council.



How will you work?



You will need to wear a **uniform**.



You will need to work well in a **team**



Important information



We have a **No Smoking Policy** so you cannot smoke at work.



We have an **Equality and Diversity Policy** to make sure we treat staff, patients and members of the public in a fair and equal way.



We have a **Health and Safety Policy** to make sure everyone stays safe at work.



We have an **Infection Control Policy** to make sure infections do not spread.



We have a **Food Safety Policy** to make sure everyone eats good food,

and does not get ill from eating food.



We have a **Sustainability Policy** to make sure:

- we recycle as much as we can
- we do not pollute.



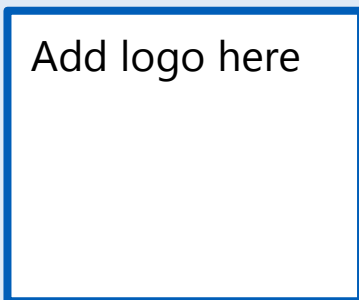
We have a **Confidentiality Policy** to make sure all the information about our patients is completely private.



We always tell patients when something has gone wrong.



We have a **Safeguarding Policy** to make sure we protect vulnerable people such as children, older people and disabled people.



We have a set of values, which you can find on our website



We expect everyone who works for us to understand our values, and put them into practice at work every day.

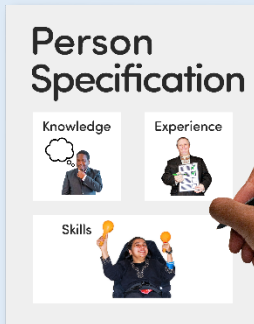


Other information



The kind of work you do in your job may change now and then.

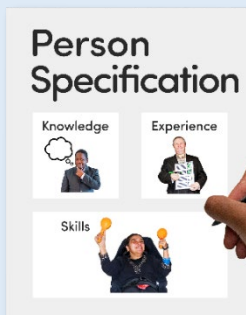
NHS Easy Read Person Specification



A **Person Specification** tells you what you need to do, to do the job.



This **Person Specification** is for the job of **Catering Assistant**.



It tells you the **knowledge, experience** and **skills** you need to work as a Catering Assistant.



Knowledge - What do you know?



Do you have a Food Hygiene Certificate?



Are you good at reading?



Are you good with numbers?



You will get training to get better English and maths.

And you will go on other training courses.



- Can you plan your own work?



Experience – What jobs have you done in the past?

You can include things like apprenticeships, unpaid and paid jobs.



Have you done cleaning work?



Have you worked with food?



Have you worked in a team with other people?

Skills – What can you do?



Are you:

- Good at talking to and listening to other people?
- Good at getting things done after someone has explained what needs to be done?
- Happy to work on different days or different hours to make sure the service runs well?
- Good at working in a team?

