|  |  |
| --- | --- |
|  | |
| Job Title: | Catering Assistant |
| Reports to (job title): | Sharron Field Senior Cook |
| Line Manager to: | Zoe Hills |
|  | |

## Base Sheppey Community Hospital

Part Time 24per week

Hours from 07:45 to 17:00

Over a 2-week rota, Including weekends, bank holidays and Christmas.

£

## Job purpose

The overall purpose of the job is to work as part of a team and be committed to take part in providing the best quality catering service to patients, customers, and staff within the Trust.

To share learned best practise with others in developing catering services as changes are made over time to allow the department and individuals to react to changing need. The NHS is changing. More emphasis on community-based care means there's never been a better time to join us.

We are looking for an enthusiastic and adaptable catering assistant to join our professional team in Sheppey Community Hospital.

We're a close team but we're never exclusive if you can bring a professional approach and fresh ideas we would love to hear from you.

## Key responsibilities

Could you use your skills and experience to support the NHS to deliver great patient care? Great patient care needs great people to support clinical teams. That's where you come in.

We're always looking for enthusiastic, responsive, and adaptable people to join our outstanding trust. This role is an important one as you'll be using your knowledge, experience, and expertise to provide support to our hard-working frontline teams.

We put patients first and we expect all our colleagues to do the same, so although experience isn't a requirement for this role, you'll need to share our passion for delivering excellent patient care and keep that passion at the forefront of your professional activity at all times.

The challenges come thick and fast in this role, but you'll know that your input is contributing to the excellent experience our patients and service users have every day.

Your days will be challenging but rewarding You will be based on the Sheppey Community Hospital.

We will provide you with additional relevant training and support you to do your job. Your duties will generally be routine in nature and carried out on a day-to-day basis.

You will have the experience and expertise to work on your own, seeking guidance from our Senior cooks and others cooks as required.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day, but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

|  |  |  |
| --- | --- | --- |
| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary. We will show leadership in identifying domestic needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

### The Ideal Candidate

### Qualifications

**Essential**

* Level 2 Food service qualification or equivalent good standard of general education including literacy and numeracy

**Desirable**

* Experience of working in a similar role.

**Knowledge**

**Essential**

* Understanding of good hygiene and health and safety practices.

**Desirable**

* Basic computer skills