

Job Description

JOB TITLE: CATERING ASSISTANT

BAND: 2

BASE: Victoria Hospital, Blackpool

RESPONSIBLE TO: Meals Service supervisors

ACCOUNTABLE TO: Catering Manager / Senior Management Team

DBS: N/A

JOB SUMMARY:

Catering Assistant appointments are made to various sections of the catering department and to specific contract hours and shift patterns. However, in order to maintain and meet the varying needs of the service, it is emphasised that a Catering Assistant may be allocated to work in other sections of the department in line with their Job Description and contracted hours.

The catering services are provided every day throughout the year and it is an obligation of all catering staff that if rostered to work on a Bank Holiday and needed to work to meet operational services it is a contractual requirement to do so.

DUTIES AND RESPONSIBILITIES

- Serving meals for patients or staff and other customers as required.
- Compliance with the Catering Department Services and Hygiene & Quality Standards.
- Attractive presentation of all food items served.
- Correct and consistent portion control.
- Meeting required tempo of work & service deadlines.
- Assisting in basic preparation and portioning of foods including Salads, sandwiches, Fruits and Cold Snacks
- As applicable to daily work section, completing written records of times and temperatures of foods as required. (H.A.C.C.P. – Hazard Analysis and Critical Control Points)
- Reporting to Section Supervisor regarding any food items which are not considered to be of a satisfactory temperature / standard for meals service.
- Ensuring that all items needing refrigeration are correctly stored and used in date code rotation.
- Moving & handling of Trolleys e.g. General transfer of food items, using trolleys and other food service equipment within operational areas. (observing safe 'Moving & Handling - refer to sections below)

- Clearing and cleaning of crockery, utensils, catering equipment and premises as required to maintain high standards of cleanliness.
- Dishwashing operations (including use of crockery & utensil washing machinery)
- Being aware of and complying with correct cleaning procedures and instructions for use of cleaning materials. (C.O.S.H.H. – Control of Substances Hazardous to Health)
- Being correctly / cleanly dressed when on duty and in compliance with rules regarding jewellery, watches, hair control etc.
- Strictly complying with codes of practice for general food safety and personal hygiene.
- Being aware of and complying with Natasha's law for Allergens.
- Knowing and applying the correct procedures in catering staff responsibilities to report any sickness and especially that compliance with the D & V policy is ensured.
- Correctly operating, (under supervision as appropriate) and ensuring proper cleaning, to a high standard of hygiene, any item of machinery used.
- Being aware of and following the Health and Safety procedures of the Catering Department and of the Trust.
- Observing and complying with safe 'Moving and Handling' guidance and training
- Meeting personal responsibility, for own safety and safety of colleagues, through safe working practices.
- Warning colleagues, and reporting to Supervisor or Catering Manager, of any identified potential risk e.g. defective equipment.
- Taking appropriate action in the event of an accident to notify Supervisor or Catering Manager without delay, referring to and completing online Incident Report in line with Health & Safety policy.

Personal

The working environment of the main kitchen meals service area, serving over 4000 meals daily, may often be hot, noisy and very busy due to the requirement to meet speed and timeliness of meals service 3 times daily, every day of the year.

The duties of a Catering Assistant involves long periods standing / walking in catering department areas.

Refresher training for food hygiene is required annually.

Additional information

BTH is part of the Lancashire & South Cumbria NHS Collaborative, therefore all roles will be required to support system wide working across the Lancashire & South Cumbria regions.

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer are always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

2. Confidentiality

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust Disciplinary Procedure and may result in dismissal.

3. Data Protection/Freedom of Information Acts

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

4. Health and Safety

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

5. Equality & Diversity

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

6. Working Time Directive

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

7. Harassment & Bullying

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

8. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in any doubt about a possible conflict of interest

9. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

10. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

11. Smoke-free Policy

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

12. Safeguarding

The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share its commitment. Rigorous recruitment checks are carried out on successful applicants who may be required to undertake Enhanced Disclosure via the DBS.

Sustainability / Net Zero Carbon

Blackpool Teaching Hospitals are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principles in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy and water, minimise waste in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport

Active Travel

Blackpool Teaching Hospitals encourages employees to participate in active travel methods to and from their place of work, where possible. All main Trust sites are on local bus routes, have access to good cycle storage facilities and have safe paths for walking. Please note, car parking is limited at main Trust sites and therefore other modes of transport may be a more suitable, healthy, and sustainable choice.