



Affordable homes.
Exceptional care.

Job Description

POST:
Catering Assistant

LOCATION:
Development Based

**Reports To: Housing with Care Manager/Coordinator & Cook (day to day basis)
Catering Officer and Catering Manager for specific catering matters.**

PURPOSE OF JOB

To ensure a high standard of cleanliness throughout the kitchen and dining rooms.

To assist the Cooks with basic food preparation and the delivery of meals to Customers.

MAIN DUTIES & ACTIVITIES

- To maintain the cleanliness of the kitchen and dining room as per kitchen cleaning schedules.
- To adhere to the Association's Food Safety Management System (HACCP) and Health and Safety at Work Regulations.
- To carry out basic food preparation including light snacks and meals
- To set dining room tables to the required standard.
- To wash dishes, load and unload the dishwasher.
- To serve Customers in the dining room and offer assistance where necessary.
- Where instructed assist with escorting Customers to the dining room.
- Take receipt of deliveries and store as per HACCP regulations.
- To be aware of the Association's policies and procedures and adhere to those relevant to the post.
- To understand and support of the aims and objectives of Trust including Customers rights and choices.
- To prepare for and participate in the support and supervision process.
- To undertake any other relevant duties as are considered appropriate to the post.

PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Have an interest in working in a food environment	✓	
Enjoy working in a service environment	✓	
Have the ability to be flexible with the varying tasks required in a kitchen environment	✓	
Have enthusiasm and a flexible “can do” attitude	✓	
Have the ability to work as part of a team	✓	
An understanding of the needs of older people		✓
Education, Qualifications, Training & Development	Essential	Desirable
Have or be willing to attain a REHIS certificate in Elementary Food Hygiene.	✓	
Other factors and attributes	Essential	Desirable
The ability to promote the meals service within the development		✓
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	

EQUALITY, DIVERSITY AND INCLUSION (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust’ EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust’s intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust

Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.