

## Job Description

<b>Job title</b>	Catering Assistant	<b>Job family</b>	Older People Services
<b>Reporting to</b>	Deputy Home Manager	<b>Job code</b>	HOS/021
<b>Location</b>	Various across division	<b>Evaluation Date</b>	14/02/2013

### 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
<b>Quality - Of care, treatment, of facilities and of staff</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Checks quality of own work</li> <li>✓ Follows procedures</li> <li>✓ Corrects errors and mistakes</li> <li>✓ Complies with relevant regulatory and statutory requirements</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Double checks accuracy of own and work of others</li> <li>✓ Carefully monitors and checks the accuracy and quality of others' work</li> <li>✓ Values the input and expertise of colleagues</li> <li>✓ Keeps clear, detailed records and files</li> </ul>
<b>Innovation - Being forward thinking and thought leaders</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Adapts new services already introduced in other areas within the group</li> <li>✓ Amends these services to suit the needs of the local service</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Proposes new services to regional management, taking into account the local needs of the area</li> <li>✓ Assists and supports regional management with developing and implementing these new services</li> </ul>
<b>Value - Due to transparency and flexibility</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Prices services in line with local needs</li> <li>✓ Reacts to local feedback regarding pricing of services</li> </ul>
		<ul style="list-style-type: none"> <li>✓ Regularly reviews services and price points adjusting where appropriate</li> <li>✓ Adjusts prices in line with demand for services</li> </ul>