|  |
| --- |
|   |

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Catering Assistant  |
| Current Department Name: | Residential care |
| Current Location: | Omagh |
| Hours: | 19.25 per week over a 7 day week from 12noon – 5.30pm. Week 1: 22 hours (Wednesday, Thursday and Friday and Week 2: 16.5 hours (Monday, Tuesday, Saturday and Sunday. |
| Contractual Status of Role: | Permanent  |
| Job Title of Line Manager: | Residential Care Manager (through line management)  |
| Rate of Pay: | £8.91 per hour |
| Job Purpose: | To assist the cook in providing an excellent choice of healthy and nutritious meals to residents and ensure that the cooking areas are appropriate kept clean to minimise infection. |
| Main Responsibilities/Deliverables: | * To carry out general duties in the kitchen, dining room, and associated areas including the service of food, cleaning of premises and equipment, preparation of vegetables, fruit, salads, sandwiches, light meals and toast and beverages.
* To carry out cleaning of premises and equipment, e.g. utensils, shelves, floors and report to the supervisor any defects in same.
* To ensure all food is prepared hygienically and served to the residents/staff/visitors on time
* To be responsible for collecting pre-paid meal tickets and/or cash
* To be responsible for setting and clearing tables and washing crockery, cutlery, etc
* To ensure cruets and sauce bottles are clean and replenished
* To ensure observance of Health and Safety regulations e.g., footwear, careful handling of equipment, detergents, etc and to ensure an excellent standard of personal hygiene is maintained
* To attend training sessions e.g. Hygiene, Fire, Health & Safety and COSHH
* To report any medical condition such as skin rash, vomiting or diarrhoea to Cook/Officer in Charge/ Supervisor
* To report any infestation, i.e. mice, cockroaches, etc
* To ensure correct procedures for waste disposal, care of bins and colour coding of bags for waste, protective gloves and boxes for breakages
* To assist the Housekeeper at weekends with general cleaning duties
* To undertake additional duties including cooking during holidays, sickness, etc.
 |
| Experience: | * At least 6 months proven paid experience in a domestic services or similar role
 |
| Qualifications: | * Basic Food Hygiene Certificate
 |
| **Notes:** * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.***
* ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.***
 |