

GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST

JOB DESCRIPTION

1. **JOB DETAILS**

Job Title: General Catering Assistant

Grade: Band 2

Hours: 18.75 hours

Location: Little Oaks Nursery

Responsible to: Nursery Manager

Accountable to: Trust Childcare Manager

2. **JOB PURPOSE**

To heat and serve children's food at snack time, lunch time and Teatime. Complete a high standard of cleaning that is not completed by evening domestic team.

3. **DIMENSIONS**

Serve up to 75 meals

4. **ORGANISATION CHART** – see attached

5. **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

To hold Food Hygiene Certificate

To have basic knowledge of health and safety policies/procedures, i.e. COSHH, lifting and handling

To have an understanding of customer focused food service

To be able to work on own initiative and as part of a team

To have previous, recent experience of working in a catering environment, desirable but not essential.

Good interpersonal skills

Effective time management skills

To be able to act calm under pressure

Conscientious

6. KEY RESULT AREAS

- 1.0 To re-heat and prepare the children's meals at lunch time and Tea time. No cooking is required.
- 2.0 To adhere to the nursery Policy document, Operational plan, Health and Safety and Food Safety Act Practices.
- 3.0 Bring to the attention of the Manager any child receiving a poor diet.
- 4.0 To work to the standards defined in the kitchen hazard analysis.
- 5.0 To carry out duties that are not covered by evening domestics such as the laundry, kitchen and staff room area.
- 6.0 To ensure children receive the correct meal to minimise the risk of allergic reactions
- 7.0 To actively promote good working practice and hold a high regard for the delivery of meals at the correct temperature.
- 8.0 Actively promote diversity both in relation to childcare provision generally and in the nurseries, ensuring that a culturally sensitive environment is maintained.
- 9.0 Support nursery staff to ensure maximum use of available resources to support the nursery achieve a break-even basis at the end of each financial year.
- 10.0 Considerable flexibility is required to meet the changing needs of the children.
- 11.0 In conjunction with the nursery Manager order provisions.

7. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal:

Catering Department
Parents / Guardians
Children

External:

Environmental Health Officer

8. MOST CHALLENGING PART OF THE JOB

To manage time effectively to serve all meals on time and accurately.

To ensure all records are maintained.

9. PHYSICAL EFFORT AND WORKING CONDITIONS

Working in an environment with smell, food waste, heat, manual handling when serving food and bending.

10. JOB DESCRIPTION AGREEMENT

Job Holder's Name:

Job Holder's Signature:

Date:

Manager/Head of Department's Name:

Signature:

Date:

Title: