

DIRECTORATE OF OPERATIONS

JOB DESCRIPTION

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| POST | Catering Assistant |
| PAY BAND | Band 2 |
| RESPONSIBLE TO | Chief Supervisor |
| ACCOUNTABLE TO | Deputy Catering Manager |
| BASE | Scunthorpe General Hospital |

ABOUT US

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLAG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLAG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

ABOUT THE POST

The role requires the ability to work in a team in a busy acute hospital where you will be required to undertake a range of duties in the provision of a catering service to over 350 inpatients over a 7 day week. This will be to provide meals for lunch and an evening meal service along with any additional meals throughout the day, along with the cleaning of working areas and the disposal of all waste relating to the production of all food, under the direction of the Chief Supervisor.

DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

The role of Catering Assistant will form part of the Facilities Services Catering team. This service is to ensuring the provision of a fully nutritional and sustainable Patient meal service. The post holder, as part of the team may be required to work in any area of the catering services, ensuring all food is of a high standard following guidelines laid out by government standards.

You will accept and undertake work allocated to you by the Chef Supervisor which could entail the cleaning of scheduled areas within the catering department and following all procedures related to these tasks, in a manner that meets all Trust policies, procedure and legal requirements.

You will be also be expected to support any Trust emergencies, incidents or events where provision of a catering service is required. You will also be required to work closely within a team to provide feedback which will assist in improving and developing the service, along with working in a professional manner towards fellow staff and patients echoing the trust's visions and values.

- To comply with and contribute to the ongoing development of all Trust policies in respect of Health & Safety at Work, Fire Regulations and Procedures, Manual Handling, COSHH, Food Hygiene Regulation including full implementation of the HACCAP for the individual location
- To assist in the preparation of food and set up for meal service in accordance with The Trusts Catering Policy.
- To assist and support the Chef/Supervisor in the preparation and service of patient food in accordance with the Trusts Catering Policy.
- To assist in the plating of patient meals
- Ensure any issues (food or maintenance related i.e. equipment) are highlighted to the Chef/Supervisor
- Responsible for reporting equipment failures in timely manner to the Team Leader / Supervisor to ensure no delay in meals service and repairs are arranged at the earliest opportunity
- Strip down and clean the catering equipment including ovens, fridges, freezers and work areas following a meal service
- Maintain a clean and tidy working environment
- Be able to work in a range of extreme temperatures (i.e. hot and cold)relevant to the production of food
- To maintain a high standard of personal hygiene
- To work as a key member of the catering team and adapt to service needs as required
- Complete mandatory training, and any training identified to meet service standards and the annual PADR
- Make up patient snack boxes as required.
- Collate menu cards to assist the chef on quantity of food to be processed
- Check each menu card on WebV and pull out the patient names who have left the ward or moved to another ward auditing the process to ensure minimum food wastage.
- Assist in the plating of patient meals
- Take/receive phone calls for additional meals required by wards.
- Deliver meals to the wards as required.
- Stock rotation of provisions in accordance with HACCP.
- Make sure menu cards are placed back in correct boxes and inform when they are low.

- To greet suppliers and delivery services, taking receipt of goods completing the necessary paperwork
- To support the Chef during peak periods in the food preparation and delivery service
- Demonstrate leadership qualities by guiding and providing support to new new or less experienced staff in support of induction of new starters
- This job description is not a definitive or exhaustive list of responsibilities but identifies key tasks and duties of the post holders

OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection



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Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.



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