



## Job Description

**JOB TITLE:** Catering Assistant

**RESPONSIBLE TO:** Head Chef/Cook on Duty

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### Job Summary:

To assist with the provision of a customer orientated, cost effective home cooked catering service to the residents, staff, other service users and visitors of Horsfall House

### Key Tasks:

1. Assist in the provision and service of food, beverages and meals to a high standard and in accordance with all legislative requirements such as Health and Safety at Work and Food Preparation and Hygiene Regulations.
2. Record all required food temperatures under HACCP
3. Control consumables to avoid waste – ensure stock is rotated and storage as per Food Hygiene Regulations
4. Undertake cleaning schedules for all areas as required
5. Partake in the preparation of food and the cleaning of all hard surfaces, floors, crockery, kitchen equipment and utensils, participating and assisting where necessary.
6. Assist in the serving of meals and the provision of meals on wheels as required.
7. Attend appropriate training sessions and staff meetings as required by the Head Chef
8. To facilitate the smooth running of the home, employees may be asked to undertake additional duties from time to time within the responsibility level of the post
9. Respond to emergencies as appropriate

Horsfall House is committed to providing professional, respectful and quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence and choice in a homely environment
- Show courtesy and respect to clients/residents and relatives and retain the confidentiality of clients/residents and their families at all times.

- Greet all visitors in a friendly, courteous and efficient manner and promote Horsfall House positively in the local community.
- Maintain good working relations with all colleagues at all times. In order that Horsfall House may maintain a positive environment, employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, clients/residents or relatives.
- Attend and participate in training sessions and staff and relative' meetings as and when required.
- Be aware of and at all times comply with all MCEL rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Care Standards Act and the relevant regulations.

**Policies & Procedures:**

To comply with all policies and procedures of the organisation relevant to the post and continue to update knowledge when new policies are introduced.

**Health & Safety:**

It is the duty of every employee to assume responsibility for the health and safety of themselves and others, including the use of the necessary risk assessments, safety devices and protective clothing.

To co-operate with management in meeting its responsibilities under the Health & Safety at Work Act 1974, COSHH, Moving & Handling, Food Hygiene and First Aid regulations, you must:

- Act upon MCEL Fire Policy and be fully aware of the emergency procedure, the location of fire alarms, equipment and the fire panel
- Report promptly to your Manager any problem arising from an accident or incident and record in accident book as required
- Adhere to Moving & Handling principles following training and when so required complete a self-risk assessment for use of display screen