

St. John's Hospice

Kitchen Assistant

POST:	Kitchen Assistant
HOURS:	15 hours (working 2 out of 7 days)
CONTRACT:	Permanent
ACCOUNTABLE TO:	Director of Finance & Resources
REPORTS TO:	Head Chef

JOB PURPOSE

The kitchen team fulfils an important role in delivering a high level of quality food and customer service to our patients, visitors, Courtyard Café customers and staff. The quality of meals, the manner in which they are displayed and served and the surroundings in which meals are consumed are particularly important.

MAIN DUTIES

- Help prepare breakfast, lunch, supper and food in-between meals for patients.
- Help prepare meals & light snacks for Courtyard Café
- Help prepare lunches for staff.
- Prepare coffee, tea and light refreshment as and when required, e.g. for meetings
- Wash up and putting away of stores.
- Follow any instructions handed down by the Chef.
- Maintain a clean environment in the kitchen to meet latest requirements, cleaning schedules and a “clean as you go” culture.

OTHER

- To assist in the maintenance of harmonious working relationships with the kitchen team
- To attend all mandatory training
- To participate in the annual appraisal scheme.

The principle duties listed below are intended to serve as a guide for the particular job covered in this specification but all staff at St John's are expected to respond wholeheartedly to any reasonable request by their supervisor to ensure Hospice services are maintained at a high standard, whether listed or not.

STANDARD/ENHANCED DISCLOSURE REQUIREMENT

Standard disclosure required.

DUTIES AND RESPONSIBILITIES TO ST. JOHN'S HOSPICE

1. Confidentiality

Each member of the Hospice staff is responsible for ensuring the confidentiality of any information relating to patients, personal information relating to staff, volunteers, supporters, visitors or contractors, financial information, commercial information, and for complying with all the requirements of the Data Protection Act and Caldicot Guidelines whilst carrying out the duties of the post. Any breaches in Hospice confidentiality will be dealt with by St. John's Hospice Disciplinary Procedure and may result in dismissal.

2. Health and Safety

Each member of the St Johns Hospice staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation, guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

3. External Interests

Each member of the St Johns Hospice staff is responsible for ensuring that any external interest they have do not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict with their work. Each member of staff is reminded to refer to their employment contract in relation to any other secondary work that they may do alongside working for St John's Hospice and their obligations under the Working Time Directive.

4. Statutory Training

Each member of the St Johns Hospice staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

5. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the St John's Hospice to achieve its corporate goals and objectives.

6. Safeguarding

Each member of St John's Hospice staff is responsible for understanding their responsibilities for Safeguarding Children and Vulnerable Adults in accordance with their job role and any requirements they are obliged to follow as members of their profession. Staff should seek guidance from their immediate supervisor if in doubt.

7. Disclosure and Barring

Each member of staff is required to disclose any caution, fine, penalty or criminal conviction that may occur during the course of employment. This should include any motoring convictions as this may affect the staff member's ability to use Hospice vehicles. Any change in circumstance must be reported immediately to the staff member's supervisor so that any impact on ability to work in post can be assessed.

8. Equality and Inclusion

Each member of staff is required to undertake their duties with due regard for the provisions of the Equality Act 2010 i.e. not to discriminate against members of staff, patients, patient family members, volunteers, supporters, contractors and any visitors to the Hospice.

9. Volunteers

The role of volunteers is integral with the work of St John's Hospice and paid staff are required to underpin this in their attitude and actions.

Signed: _____ Date: _____