HOLBEACH AND EAST ELLOE HOSPITAL TRUST

**JOB DESCRIPTION**

Job Title Tea Time Assistant

Accountable to Manager

Reports to Head Cook, Manager or Nurse in Charge

Job Summary Tea Time Assistant is to assist with the preparation, cooking, serving and clearing of meals, complying with hygiene standards, under the direction of the Cook. To maintain a satisfactory level of cleanliness in the kitchen.

Duties and Responsibilities

1. The preparation of food complying with health and hygiene standards:
   1. Raw and cooked foods to be prepared and stored separately
   2. Dirty and clean foods to be prepared at separate sinks
   3. Hand basin to be used for hand-washing only
2. Food to be cooked adequately whatever method is used
3. Meals to be served using suitable utensils and presented in an appetising manner: specifically, the Tea Time Assistant will be required to prepare a hot choice as well as make sandwiches, serve prepared puree meals, keep relevant records, wash up and prepare evening drinks trollies.
4. To be aware of and understand the importance of the following policies:
   1. Fire precautions and procedures
   2. Control of infection
   3. Accidents/untoward incidents to the Service Users, Staff and Visitors
   4. Complaints by patients, residents, staff and visitors
   5. Standing financial instruction