HOLBEACH AND EAST ELLOE HOSPITAL TRUST

**JOB DESCRIPTION**

Job Title Daytime Catering/Kitchen Assistant

Accountable to Manager

Reports to Cook, Manager or Nurse in Charge

Job Summary The Catering 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
4. To clean the kitchen and equipment by the appropriate method:
   1. Washing of all equipment used in preparation and serving of each meal
   2. Daily cleaning of all work surfaces, sinks and floors
   3. Weekly cleaning of cookers and defrosting of refrigerators
   4. Periodic cleaning of cupboard interiors, storage containers, defrosting of freezers
5. 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

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**Kitchen Assistant Duties**

7:30am

Every morning make up drinks dispensers with lemon, orange and blackcurrant squash

Wash up any pots

Every morning switch off the dishwasher and drain water off – reset with no.2

Every Wednesday and Saturday salt dishwasher

Every morning make tea for the breakfast trolleys

8:30am

Fill up tea, coffee, sugar, milk in family room, staff room and water.

Every Thursday prep veg – carrots

When breakfast has finished wash up all pots and reset trolleys

10:00am

Have coffee break

10:30am

Make 3 trolleys up with hot milk, tea and hot water

Twice a week clean the tea pots and wash marmalade jars and refill

Wash up coffee cups from trolleys and wash all pans from cooking dinner

11:30am

Help the Cook to dish up dinners and put in hot trolleys

12pm

Go for dinner until 12:30pm

12:30pm

Back from dinner, collect dirty pots from day Room 1 and wash up all pots from other trolleys

Clean both sinks and waste disposal

Take rubbish out

2pm

Make afternoon tea for 4 trolleys when out

Wash kitchen floor and go for afternoon break

Come back and wash all teacups and set trolleys up for tea.

Check biscuit tins and fill

Fill up coffee and dry powder tubs

Go to staff room and fill up tea, coffee, sugar and take cold milk down for night staff