

NEW VICTORIA HOSPITAL

JOB DESCRIPTION

POSITION INFORMATION
1. Job Details
Post/Title: Kitchen Assistant Responsible To: Head Chef Accountable To: Chief Executive
2. Job Summary (A brief description of the main purpose of the post)
To support the kitchen catering team
3. Role of the Department (The function of the department in which the post holder works)
To provide exceptional catering services to New Victoria's patients, visitors and staff
4. Key Working Relationships (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)
<ul style="list-style-type: none">• Patients and their visitors• Consultants• All employees
5. Duties and Responsibilities of the Post
<ul style="list-style-type: none">• To prepare sandwiches for patients and staff as required.• To assist with the distribution of meals and beverages to patients as required.• To ensure that the working areas of the kitchen under your control are maintained to a high standard of cleanliness (this includes washing up and removal of waste to recycling locations on site).• To receive instruction from the Head Chef or Deputy on food preparation and assist as and when required.• To liaise with all departments within the hospital in a courteous and co-operative manner.• To carry out any other reasonable duties as requested by the Head Chef/Catering Supervisor in order to assist the smooth-running and efficiency of the Catering Department.• To wear full uniform whilst on duty, the laundry of which will be the responsibility of the hospital.

INDIVIDUAL RESPONSIBILITIES

6. General

The post holder is expected to:

- Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies
- Understand and incorporate the organisational values into daily working practice:
 - Compassionate
 - Exceptional
 - Ethical
 - Evolving
- Attend mandatory training as identified by the Hospital
- Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning
- Work as part of a team and collaborate with colleagues
- Ensure good communication links are established with all other departments within the hospital
- Maintain a high level of security awareness

7. Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

8. Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken.

9. Confidentiality and Information Governance

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Hospital's Information Security policy.

The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant.

10. Equality and Diversity

The accuracy of this document is only guaranteed for 24hrs after the date of printing.

Employees are responsible for ensuring that they assist in the implementation of this the Hospital's Equality and Diversity policy by:

- Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact.
- Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management.

11. Infection Control

It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas.

12. Safeguarding Children and Vulnerable Adults

It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications	Good standard of general education	NVQ or equivalent in Catering
Knowledge	Customer care	Food hygiene standards
Experience	-	Previous restaurant or canteen experience
Skills and aptitude	<ul style="list-style-type: none">• Good communication skills• Ability to work under pressure	
Personal Circumstances	May be required to work overtime	