



TALITHA KOUM COMMUNITY JOB DESCRIPTION

JOB DESCRIPTION: CATERING ASSISTANT – Part-time (Fixed term – 1 year)

Role Summary

To prepare a hot nutritional meal each lunch time to a high quality and to ensure the highest standards of cleanliness and hygiene in the kitchen and dining area within the community. Prepare tea time options that can be made available for the women to help themselves.

RESPONSIBILITIES

- To carry out food preparation of food.
- To liaise with the women, on a daily basis for their menu choice, advising as necessary on special requirements and dietary needs.
- To operate various machines and equipment in relation to the preparation of food and cleaning of the kitchen.
- To clean the kitchen and dining area
- To remove rubbish etc regularly from the kitchen area.
- To wash up crockery, cutlery, pans etc. as necessary.
- To assist with the serving of meals.
- To carry out more in-depth cleaning of kitchen areas as scheduled.
- To undertake training as required.
- To undertake stock rotation and ensure fridge and freezers operate at the correct temperature.
- Ensure all rubbish is cleaned away with a clean bin liner after each session.
- To assist with the correct storage of deliveries.

Salary: £7.50 ph.,

Hours of work: 10.30am till 2.30pm Monday – Saturday (job share considered)

EDUCATIONAL RESPONSIBILITIES

To assist in supporting the women in developing menus, meal preparation skills, shopping lists and budgeting.

PERSONAL DEVELOPMENT

To maintain and increase personal professional skills.

ORGANISATIONAL RESPONSIBILITIES

- To work at all times within the policies of TK.
- To ensure effective use of resources.
- To respect at all times the confidentiality of information covering women staying within the community.

- To play an active part in the development and maintenance of good relationships with those that work and stay at the Hope Centre, with a commitment to the TK values.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE REHABILITATION CENTRE MANAGER IN CONJUNCTION WITH THE POSTHOLDER.

PERSONAL SPECIFICATION

CATERING ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Basic Food Hygiene Level 2 certificate	Food Preparation Certificate Health & Safety Certificate First Aid Certificate
Knowledge & Experience	Previous catering experience	Experience of working in a Care setting preparing food.
Qualities	<p>Ability to communicate well with people on routine and operational matters</p> <p>Calm and patient nature with the ability to offer a caring service of the highest standard to the women in the community.</p> <p>“Customer focus” - need for high standards of service to the women staying in the community.</p> <p>Excellent inter-personal skills</p> <p>Team player - co-operative, friendly attitude</p> <p>Flexible/positive work ethic</p> <p>Flexible approach to working hours</p>	