



**Job Description**

<b>Post Title</b>	<b>Commis Chef / Catering Asst</b>
<b>Band</b>	<b>Band 2</b>
<b>Directorate</b>	<b>Directorate of Facilities Management</b>
<b>Location/Base</b>	<b>Catering Dept Prestwich</b>
<b>Responsible to</b>	<b>Food Productions Supervisors</b>
<b>Accountable to</b>	<b>Catering Manager</b>
<ul style="list-style-type: none"> <li>• Job Summary/Purpose To provide a customer focused service.</li> <li>• preparation of food items, service of patient and other meals or functions.</li> <li>• To adhere to safe working practices in all aspects of hygiene management.</li> <li>• To adhere to safe working practices in all aspects of risk management and security.</li> <li>• To carry out general and specialised cleaning tasks in accordance with Trust procedures.</li> <li>• To undertake mandatory training in infection control and comply with all Trust Infection Control &amp; Food Safety policies relevant to the post particularly with regard to the hand hygiene policy'</li> </ul>	

**Main Duties & Responsibilities**

<b>Heading</b>	<b>Duty/Responsibility</b>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure economic use of all materials.</li> <li>• Ensure good practice to minimise waste.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with all legal requirements of food safety.</li> <li>• Ensure compliance with departmental HACCP and hygiene standards.</li> <li>• Ensure all appropriate hygiene monitoring is carried out and recorded for every process.</li> <li>• Ensure compliance with national standards of cleanliness</li> </ul>
<b>Quality Management</b>	<ul style="list-style-type: none"> <li>• Ensure good customer/ patient relations.</li> <li>• Maintain and improve all aspects of the service.</li> <li>• Participate, as appropriate, with staff involvement groups for all aspects of quality.</li> </ul>

<b>Human Resource</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with all Trust policies.</li> <li>• Provide guidance and assistance to new or existing members of staff.</li> </ul>
<b>Operational Duties</b>	<ul style="list-style-type: none"> <li>• Undertake cash handling duties and associated cash processes.</li> <li>• Food preparation.</li> <li>• Assist with cooking and regeneration of food as appropriate.</li> <li>• Cleaning of structures, equipment and meal service components as specialised in work instructions.</li> <li>• Serving of food and beverages, for patients, staff, visitors and for functions.</li> <li>• Store keeping including storage and stock rotation.</li> <li>• At times to operate without the direct guidance of a Supervisor.</li> <li>• Maintain a secure working environment for patients, visitors and staff</li> <li>• Promote and maintain point of sale e.g counter and vending machines</li> </ul>
<b>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage</b>	<ul style="list-style-type: none"> <li>• To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager.</li> <li>• To understand and comply with all Trust policies, procedures, protocols and guidelines.</li> <li>• To understand the Trusts Strategic Goals and how you can support them.</li> <li>• To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding.</li> <li>• To carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles</li> <li>• To avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders.</li> <li>• To access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role.</li> <li>• Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors</li> </ul>

	<p>or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission.</p> <ul style="list-style-type: none"> <li>• To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date.</li> <li>• To ensure their day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager.</li> <li>• Take reasonable care of the health and safety of yourself and other persons</li> <li>• To contribute to the control of risk and to report any incident, accident or near miss</li> <li>• To protect service users, visitors and employees against the risk of acquiring health care associated infections.</li> <li>• To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.</li> </ul>
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**Further Information for Postholder(s)**

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust’s discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy

## Person Specification

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<b>Band</b>	<b>Band 2</b>
<b>Directorate</b>	<b>Directorate of Facilities Management</b>
<b>Location/Base</b>	<b>Catering Dept. Prestwich</b>
<b>Responsible to</b>	<b>Food Production Supervisors</b>
<b>Accountable to</b>	<b>Assistant Catering Manager</b>
<b>Job Summary/Purpose</b> <ul style="list-style-type: none"> <li>• To provide a customer focused service.</li> <li>• Preparation of food items, service of patient and other meals or functions.</li> <li>• To adhere to safe working practices in all aspects of hygiene management.</li> <li>• To adhere to safe working practices in all aspects of risk management and security.</li> <li>• To carry out general and specialised cleaning tasks in accordance with Trust procedures.</li> <li>• To undertake mandatory training in infection control and comply with all Trust Infection Control and Food Safety policies relevant to the post particularly with regard to the hand hygiene policy'</li> </ul>	

<b>Essential Criteria</b> - The qualities without which a post holder could not be appointed.	<b>Desirable Criteria</b> - Extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>How Assessed –</b> <b>AP</b> = Application form <b>IN</b> = Interview <b>OA</b> = Other Assessment
<b>Education / Qualifications</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Good level of general education.</li> <li>• Reasonable level of numeracy and literacy.</li> </ul> <p>“Recognised competency based level 1 / 2 (e.g. NVQ, B-TEC QCF, Apprenticeship), or equivalent demonstrable experience”</p>	<ul style="list-style-type: none"> <li>• Educated to GCSE A to C Standard.</li> <li>• Level 2 Food Hygiene certificate.</li> <li>• Customer Care Training.</li> <li>• Current DBS holder</li> </ul>	
<b>Experience</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should:</p> <ul style="list-style-type: none"> <li>• Experienced in working with other people.</li> <li>• Some experience of working in a catering environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in working in a large catering department.</li> </ul>	

<b>Knowledge</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should:</p> <ul style="list-style-type: none"> <li>• Excellent standard of personal hygiene.</li> <li>• Outgoing, friendly personality.</li> <li>• Flexible approach to working environments</li> </ul>		
<b>Skills and Abilities</b> - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should:</p> <ul style="list-style-type: none"> <li>• Good communicator, using verbal skills</li> <li>• Able to work alone and own initiative, making decisions about own job role as necessary</li> <li>• Able to prioritise workloads</li> <li>• Able to demonstrate a customer focus approach</li> <li>• Positive approach to learning and developing new skills</li> </ul>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>Other Requirements</b> - to be able to complete the duties as laid out on the Job Description		
<ul style="list-style-type: none"> <li>• Smart and professional appearance to self, work area and documentation etc.</li> </ul>		Interview/Reference

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

**Drawn up by: Steven Johnstone**  
**Designation: Catering operations Manager**  
**Date: 16/07/21**