



Re : Catering Assistant – Bank / Casual Contract

This application pack contains the following :

- 1. Job Description**
- 2. Person Specification**
- 3. Information to Candidates**
- 4. Equal Opportunities Monitoring Form**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Criminal Records Bureau.

Having read the enclosed information, your completed application form should be returned to me at the address below, to arrive no later than **31st January 2012**

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor
Encs.

SEVERN HOSPICE

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

Title of Post Catering Assistant

Reports To Head Chef

B. OVERALL PURPOSE OF THE JOB

The job holder will be a member of the team providing a catering service throughout the organisation to patients, their relatives, staff, voluntary workers and visitors.

C. PRINCIPAL RESPONSIBILITIES

The Catering Assistant will work directly under the control of the Head Chef and Chef and will give assistance as follows:-

1. Preparation of tables in dining room at meal times.
2. Assisting in the preparation of meals as required.
3. Assisting in the service of staff and patients' meals in accordance with general policy as and when required.
4. Washing up of all used crockery, utensils and operation of the dishwashing machine.
5. Collection and removal of waste materials and cleanliness of waste containers.
6. Ensuring cleanliness of all working surfaces in the kitchen.
7. Ensuring cleanliness of all floors and wall surrounds within accessible reach.
8. Any other duties given by the Head Chef.

Additionally, the post holder will:

1. Work in accordance with duty rotas and work schedules. It is important to note that this includes weekends and bank holidays on a rota basis, and some shifts will involve working alone and unsupervised.
2. Be responsible for practising good hygiene in all aspects of the working of the Catering Department, including maintaining a good standard of personal and general hygiene.
3. Use kitchen equipment in accordance with relevant operating instructions.
4. Ensure correct use of all cleaning materials.
5. Ensure compliance at all times with the Hospice's Health & Safety Policy.
6. To maintain good working relationships within the department and with other staff.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

Supplementary Information and Requirements

All Hospice employees are on a three months probationary period.

A CRB Disclosure will be requested in the event of an individual being offered the post.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).

Last updated 7th July 2006

Person Specification : Catering Assistant

	Essential	Desirable
<p>Qualifications / Training</p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Reasonable literacy and numeracy.</p> <p>Basic Food Hygiene Cert.</p>	<p>City & Guilds 706/1 or equivalent</p> <p>Manual handling.</p>
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Basic kitchen experience (i.e. preparation of sandwiches, salads, veg; cleaning procedures)</p>	<p>Previous work in care homes, hospitals or similar environment.</p>
<p>Aptitudes & Attributes Required</p>	<p>Good team worker. Conscientious. Good interpersonal & communication skills.</p>	<p>Sympathy with the aims and work of the hospice.</p>
<p>Other requirements</p>	<p>Sound level of fitness.</p>	

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INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to an Enhanced Disclosure provided by the Criminal Records Bureau (CRB)

4. PROBATIONARY PERIOD

Not applicable

5. SALARY

Basic hourly rate £7.45 excluding weekend shift premia.

Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

Bank Hours are worked by mutual agreement and the Hospice will call you when we have a requirement for cover.

For further information regarding Severn Hospice, our website address is : www.severnhospice.org.uk

Severn Hospice Equal Opportunities Policy Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, colour, creed, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the CRB Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any “unspent” convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become “spent” (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a criminal record check from the Criminal Records Bureau, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including “spent” convictions and where the post is subject to Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Criminal Records Bureau Code of Practice for Registered Persons and other recipients of Disclosure information.

A copy of the CRB Code of Practice and the Hospice’s Equal Opportunities Policy are available upon request.

