



Job Description

Catering Assistant

Supported by: Catering manager ultimately General Manager.

Hours: 37.5 hrs per week. We offer a 24 hour experience of fun and entertainment creating and developing positive relationships. We will welcome your support and contribution especially over Christmas and New Year to make magical memories for our guests.

Location: Revitalise Jubilee Lodge, High Road, Chigwell, Essex IG7 6DP

Providing unforgettable holidays for over 50 years

Revitalise is both the UK's largest provider of respite holiday breaks, and the UK's largest residential volunteering charity. With 50 years' experience our three holiday centres now provide close to 5,000 essential breaks each year for disabled people and those who care for them.

At Revitalise we work hard to create amazing holidays for our disabled guests and their carers. We like to come to work determined that the world is going to be a slightly better place for people at the end of today than it was yesterday, and that we're going to help make that happen.

Purpose of Position

- To assist with the production, serving and delivery of meals
- To assist with the maintenance of hygiene in the kitchen and the equipment within
- To work as part of a team to ensure that the service users enjoy a meaningful and enjoyable break within the location.



Specific Role requirements

- This role involves working regularly lifting and moving heavy objects in varying heights and sustained physical effort. The maximum weight being 15 Kilos – the role also involves the safe handling of sharp objects and hot liquids, chemicals and fats.
- There is also a requirement to use industrial type catering machinery and equipment such as food mixers, food slicers and deep fat fryers.
- There is a requirement for sustained periods in varying temperatures including hot kitchens and cold storage.

Principal Responsibilities

Day to Day

- To support the Catering manager in the effective operation of the Kitchen
- To wash up all crockery, cutlery and utensils used by the kitchen, service users staff and visitors.
- To take an active role in ordering provisions and supplies
- To ensure excellent stock rotation and control
- To ensure basic maintenance/hygiene of all kitchen and dining room equipment to include serving trolleys, place mats, trays and dining room furniture
- To ensure the cleanliness of the total washing up area and to include all the equipment within that area.
- Remove all kitchen waste as and when necessary and in accordance with the waste removal policies.
- Assist the other staff in the removal of soiled kitchen linen.
- The preparation and delivery of drinks as required by the service users.
- To ensure that all records are maintained to the standards required by Revitalise as well as outside monitoring agencies such as Environmental Health.
- To attend staff meetings and 1:1 supervision sessions as directed.
- To ensure adherence to the organisation policies and procedures relevant to this role
- To ensure the strict adherence to the Safety and security of the Kitchen and Kitchen Practices, including the safe storage and usage of all cleaning products as per C.O.S.H.H. regulations
- To notify the Head Chef/ Cook or Manager of any faulty or damaged equipment used by the kitchen staff
- To perform other such reasonable duties as may be required.



Other Duties

- To attend all statutory training as required by the organisation and attend appropriate training courses to enhance and keep updated with professional skills and ensure your training is regularly updated
- The Catering Assistant will attend all induction and statutory training.
- The Catering Assistant may be expected to travel within their area and to other areas within the Organisation for the purposes of training.

Data Protection

The Post Holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

Confidentiality

Revitalise believes that it has a duty of confidentiality to all service users and clients. Permission will be sought before sharing any information, verbal, in writing or electronically, provided by, or about a resident or the Organisation, with anyone else.

Other requirements

- To report any incidents or allegations of abuse in line with Safeguarding Vulnerable Adult Policies
- To promote anti-discriminatory practice throughout you work
- To promote and maintain equality and diversity throughout the organisation



Special Conditions

- This post requires the holder to do varying shifts, which include early morning and late evening work and an on call rota system. The post holder also is required to work weekends as part of a rota and Bank Holidays when required.
- On occasions you may be requested to change your rota at a given notice as per your contract, to ensure the contingencies of the service are covered.
- This post requires the holder to have an Enhanced Disclosure and Barring Service check at all times. Changes to personal circumstances which may effect this must be notified to your line manager immediately.
- To undertake such other duties appropriate to the grade of the post and the needs of the Organisation in order to develop and maintain service delivery. However the Organisation will be mindful at all times to ensure that these duties are not so onerous as to prevent the individual fulfilling their role.

The list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant review and appropriate modification.



Person Specification

| CATEGORY | Essential | Desirable | Evidenced By |
|---|-----------|-----------|------------------|
| Qualifications | | | |
| NVQ 2 in Catering or equivalent | | X | CV |
| | | | |
| Knowledge | | | |
| Disability issues | | X | CV and Interview |
| Volunteering | | X | Interview |
| | | | |
| Skills | | | |
| Excellent interpersonal skills | X | | Interview |
| Able to work with minimum supervision | X | | CV and Interview |
| Able to work in a supportive and supervisory role to volunteers | X | | CV and Interview |
| Computer literate, including Word, Excel, Microsoft office | | X | CV and Interview |
| | | | |
| Work Experience | | | |
| Working with or caring for people with disabilities, vulnerable adults and children | | X | CV and Interview |
| Working with volunteers | | X | CV and Interview |
| Care Sector | | X | CV and Interview |



Working in a team

X

CV and Interview

| | | | |
|---|---|--|------------------|
| Personal Qualities | | | |
| Positive attitude towards disability | X | | Interview |
| Committed to equal opportunities | X | | Interview |
| Adaptable to different situations | X | | Interview |
| | | | |
| Other | | | |
| Ongoing good health record | X | | CV and Interview |
| Able to work flexibly | X | | Interview |
| Committed to diversity and equality | X | | Interview |
| Able to work shifts, including weekends and bank holidays | X | | Interview |