

Job Description

Job Title: **Cleaning & Catering Assistant
(known internally as Hospitality Assistant)**

Department: **Hospitality**

Responsible to: **Hospitality Team Manager**

Primary Work Base: **Warwick**

(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)

Role Purpose:

To prepare and generate breakfast, lunch and evening meals and serve to patients in line with training and instructions provided by Apetito.

To ensure appropriate standards of cleanliness are maintained throughout Myton Hospices in conjunction with agreed procedures and cleaning standards. Specific focus on clinical and patients areas to set standards.

Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Catering Duties & Responsibilities

1. Prepare and serve meals to patients as per instructions and training provided by Apetito and in line with Level 2 Food hygiene training.
2. To provide washing up and cleaning duties within the kitchen to ensure food safety, cleanliness, hygiene and COSHH standards are adhered to.
3. To issue and retrieve menus to patients for meal choices.
4. To ensure the dining room is regularly cleaned and tidied in between use.
5. To prepare hot and cold meals for staff and visitor lunches and sandwiches for the vending machine. (The hot option will be prepared in the same way that patient hot meals are prepared). Assist with the stocking of the vending machine when required.
6. To serve patient meals on the in-patient unit in line with expected hygiene standards.
7. Undertake regularly checks and cleaning duties within the Kitchen to ensure food safety and hygiene standards are maintained to a high level at all times.

Cleaning Duties & Responsibilities

8. To undertake cleaning throughout all areas of the Hospice, including but not limited to patient rooms, clinics, toilets, bathrooms, offices, reception and communal areas.
9. To undertake cleaning of clinical and patient areas to agreed standards, to include daily cleaning schedules and deep cleaning.
10. To carry out 'periodic cleaning' tasks as per agreed schedule and when required.
11. Cleaning schedules and standards to comply with CQC and infection control requirements.
12. To comply with Health and Safety legislation, and are aware of the safe use of all Housekeeping products etc in relation to COSHH and infection control.
13. To visually inspect Housekeeping and Laundry tools and equipment daily so as to ensure operator safety. All defects are to be reported to the Hospitality Team Leader. To ensure Housekeeping trolleys are replenished after use and that all equipment is cleaned or laundered after use.
14. To undertake, as appropriate, laundry service so as to ensure clean linen and supplies are available as required. To collect used linen for laundering from disposal areas.
15. To ensure all linen cupboards are kept appropriately stocked at all times.
16. Undertake other duties as required by the Hospitality Team Leader or Head of Facilities to assist with the operational needs of the organisation.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any

contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

Safeguarding Vulnerable Adults and Children

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of

the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name:

Signature:

Date:

Managers Name:

Signature:

Date: