

## JOB DESCRIPTION

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|--------------------------|--------------------------|
| <b>Job Title:</b>        | Hospitality Assistant    |
| <b>Department:</b>       | Facilities               |
| <b>Location:</b>         | Coventry / Warwick/Rugby |
| <b>Responsible to:</b>   | Hospitality Team leader  |
| <b>Date JD reviewed:</b> |                          |

### Summary of Role:

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 Values:



### Key Relationships for this role:

Head of Facilities  
Hospitality Team Leader  
IPU Clinical Staff  
Facilities Administrator

### Key Responsibilities Catering:

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.

### **Key Responsibilities Cleaning:**

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.

### **Responsibilities of all employees:**

1. To operate at all times within the Myton values.
2. May be required to provide ad-hoc cover at other Myton sites.
3. To work constructively with colleagues and stakeholders at all times.
4. To act as an ambassador for Myton at all times
5. To maintain confidentiality at all times.
6. To participate in annual Appraisal and attend any training identified.

7. To attend all mandatory training, e.g. Level 2 food hygiene, Infection control, COSHH, fire training, moving and handling etc.
8. To abide by the Policies and Procedures of The Myton Hospices.

This job description is subject to periodic review and may be changed/updated with the agreement of the post holder(s) and line manager.

Employee Signature.....

Manager Signature.....