JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Nursery Catering Assistant |
| **Reports to** | Nursery Manage Manager |
| **Band** | 2 |
| **Department/Directorate** | Estates and Facilities Management (EFM) |

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| **JOB PURPOSE** |
| To provide an efficient catering and laundering service for the on-site nursery whilst meeting the standards and regulations of the Childcare Service.  To support the Nursery with the preparation and delivery of learning opportunities such as cooking sessions and malleable play. |
| **KEY WORKING RELATIONSHIPS** |  |
| First Steps Nursery caters for approximately 129 children per day, aged 3 months – 5 years. The Nursery is part of the child care services provided by the Royal Devon for NHS staff.  The role requires strong relationship / negotiation skills, along with the organisational ability to prioritise workload to ensure the delivery of high quality, healthy and balanced menus to all children alongside the positive promotion of healthy eating.  Key contacts will therefore include:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** |  * Childcare Services Manager Parents, Carers and Guardians * Deputy Nursery Managers Local accreditation agencies * Early Years Educator Team Leaders Local suppliers * Early Years Educators * Catering Assistants * Finance and Administration Services Manager * Administrators * Estates and Facilities teams inc Catering/LDU |

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| **ORGANISATIONAL CHART** |  |
| Childcare Services Manager  Finance & Administration Services Manager  Nursery Manager  Deputy Nursery Managers X2  Administrators X2  Early Years Educators Team Leaders x11  Catering Assistants X2  Play Scheme Staff  Early Years Educators | |
| **KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| * To receive trolleys containing hot food and prepare to serve, keeping an accurate record of this. * Probing and recording food temperature’s accurately. * Delivering food trolleys and other supplies to specific rooms. * To work in a variety of rooms, serving morning snack, lunch and afternoon tea to children. * Produce snack and a light afternoon tea for children, taking into account the different allergens, and dietary requirements. * To maintain the cleanliness of the work area, undertake a monthly rotational deep clean of kitchen areas in turn. * Operate the dish washing machine and carry out daily cleaning. * Carry out all aspects of area, equipment and utensil cleaning in accordance with cleaning schedules. * To work as a productive member of the nursery team with a flexible attitude to the work and be sensitive to other colleagues’ requirements. * To order and receive goods and supplies and place correctly in appropriate storerooms. * To support with the preparation and delivery of learning opportunities such as cooking sessions and malleable play. * To collect and launder garments from the nursery rooms daily, ensuring there is always a clean supply available for the children | |
| **COMMUNICATION / RELATIONSHIP SKILLS** | |
| * To attend and participate in team meetings. * To maintain effective working relationships * To foster people’s equality, diversity and rights * To ensure in conjunction with the catering team, admin team and room staff, that meal requirements for leavers are cancelled and newly registered children, are actioned promptly. * To co-ordinate extra meal requirements that may arise in conjunction with the admin team and room staff. * Liaise with room staff on all aspects of the catering meal service and associated duties including any special dietary requirements. | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| * Monitor and record regenerated food temperatures prior to and during service in accordance with food safety regulations and take corrective action where necessary if food does not reach the required temperature. * To comply with all relevant Food Hygiene, Health and Safety and all other legislation. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| * To work on own initiative to complete tasks set out in the daily schedule * Ensuring orders of stock are submitted to be delivered in time for menu delivery. | |
| **PATIENT/CLIENT CARE** | |
| * Post involves frequent contact with children who attend the Nursery - serving food and beverages, liaising with menu choices/options. * To refer complaints to the supervisor | |
| **POLICY/SERVICE DEVELOPMENT** | |
| * Responsible for ensuring that policies and procedures are adhered to and practised by the team, implementing and updating relevant legislative changes in a timely fashion as necessary. * Discuss and agree the implications and construction of policies on the service with the Childcare Services Manager and the staff team. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| * To keep food wastage to a minimum, ensure resources are utilised as effectively as possible. * Order stock within specified budget | |
| **HUMAN RESOURCES** | |
| * To participate in performance review. * To undertake any mandatory training or other training required to maintain competency in the role. | |
| **INFORMATION RESOURCES** | |
| * To maintain confidentiality. * To complete all required paperwork correctly and in a timely manner. This includes food record chart, fluid charts, temperature records, daily cleaning checklists etc | |
| **RESEARCH AND DEVELOPMENT** | |
| * Complete surveys and audits where required, e.g. staff surveys. | |
| **FREEDOM TO ACT** | |
| * To be guided by Trust Policy and Procedures * To be guided by and have knowledge and understanding of legislation and regulations relating to nurseries for young children and the inspection processes by OFSTED. (Nursery Management available to support with guidance). | |
| **PHYSICAL SKILLS** | |
| * Standard keyboard skills. | |
| **PHYSICAL EFFORT** | |
| |  | | --- | | * Role involves frequent physical tasks, moving meal trolleys, co-ordinating stock movements, working within a hot and humid dish-wash environment, serving food and beverages and cleaning tasks, it also requires long periods of standing. | |  | | |

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| **MENTAL EFFORT** |
| * Frequent concentration required. * Predictable work pattern / shift. |
| **EMOTIONAL EFFORT** |
| * Occasional contact with distressed service users. |

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| **WORKING CONDITIONS** |
| * Use of VDU equipment. * Exposure to noise on a daily basis through the nature of the nursery community. * Possibility of challenging behaviour by service users. * A willingness to provide reasonable cover for colleagues and operate flexibly. |

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| **OTHER RESPONSIBILITIES** |
| |  | | --- | | * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling. * To contribute to and work within a safe working environment. * The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of any infection. * As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal. * Contribute to and work within a safe working environment. | |
| **APPLICABLE TO MANAGERS ONLY** |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need. |

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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |

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| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  The Royal Devon University Healthcare NHS Foundation Trust continues to offer unique and varied careers across our services combining a strong track record of excellence in research, teaching and links to the university with innovation and adaptability. |

PERSON SPECIFICATION

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| **Job Title** | Catering Assistant |

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| **Requirements** | **Essential** | **Desirable** |
| |  | | --- | | **QUALIFICATIONS / TRAINING**  Good Basic Education, GCSE A –D including Maths and English or equivalent  Food Hygiene certificate or equivalent  Manual Handling training / certificate or equivalent | | E | D  D |
| **KNOWLEDGE / SKILLS**  Customer Service/ able to demonstrate experience  Ability to work on own/use initiative  Understand the concept of quality  Understand the importance of hygiene and safety | E  E | D  D |
| **EXPERIENCE**  Experience of working within in a food service environment  Experience of working within health and safety guidelines  Experience of working with members of public  Confident in using catering equipment  Experience of working within a customer facing role  Experience of working within a team | E  E  E | D  D  D |
| Good interpersonal skills and communicator  Ability to work within a busy environment where flexibility may be needed  Good customer service skills | E  E  E  E |  |
| **OTHER REQUIREMENTS**   |  | | --- | | Commercially aware/customer focussed  Ability to work under pressure  Ability to work within large and small teams  Ability to follow departmental regulations and assimilate training | | E  E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | ✓ |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y | ✓ |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use (> 1 hour daily) | Y |  |  |  | ✓ |
| Heavy manual handling (>10kg) | Y | ✓ |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y | ✓ |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | ✓ |  |  |
| Mental Effort | Y |  |  |  | ✓ |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y | ✓ |  |  |  |