

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

Title Catering Assistant

Salary £22,383 per annum (pro rata)
Competency Based Framework

Location Little Hulton

Responsible for Assisting the Head Cook to meet the aims and objectives of the Support Services team

Responsible to Head Cook

Core Purpose
To support the head Cook to provide a first class support service

Job summary

To support the work of the hospice in its provision of specialist palliative care by assisting the Head Cook to meet the aims and objectives of the Support Services team.

The Catering Assistant plays a fundamental part in supporting the catering provision by ensuring all catering requirements for all the staff, and patients are met that the hospice premises remain clean and tidy at all times. The role requires someone who can show sensitivity and empathy as we support our patients and their families whilst in our care.

The Catering Assistant will be a required to work cross site when required.

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graph TD; FM[Facilities Manager] --> HC[Head Cook]; HC --> CA[Catering Assistant];
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Facilities Manager

Head Cook

Catering Assistant

Responsibilities

The Catering Assistant will:

- ✓ Help in the provision of the catering function for patients, staff and visitors
- ✓ Maintain the highest standards of cleanliness for all patients, staff and visitors
- ✓ Be responsible for the correct use of equipment
- ✓ Support the Head Cook with implementation of the food safety management system.
- ✓ Be aware of the infection control measures and comply with the hospice cleaning manual
- ✓ Ensure confidentiality is maintained at all times
- ✓ Wash up crockery, cutlery and other utensils used for preparing food
- ✓ Assist in the preparation and cooking of basic food dishes
- ✓ Be willing to support the support services team across the catering and housekeeping provision

Requirements

The Catering Assistant will:

- ✓ Have previous experience in a similar role
- ✓ Ideally have a Basic Food Hygiene certificate
- ✓ Respond to any reasonable request
- ✓ Ideally hold an NVQ in Hospitality, or equivalent.

The Catering Assistant will be able to

- ✓ Show enthusiasm for the role and will take pride in delivery a first class support service
- ✓ Communicate well with others
- ✓ Show empathy and understanding towards patients and their families
- ✓ Be able to work alone in a Coffee Shop environment
- ✓ Demonstrate honesty and reliability
- ✓ Work well as part of a team and independently using own initiative
- ✓ Offer flexibility when required to work cross-site

Terms and conditions for the Catering Assistant

Contract	Permanent Contract
Working Pattern	22.5 hours per week, (4.5hr shift between 07.00 / 19:00hrs, 4 days over 7 on a rolling roster with one weekend in two) Enhancements of between 30% and 60% for weekend, bank holidays, unsocial hours
Location	Little Hulton
Free Parking	Free parking at our Heald Green, Little Hulton and Neil Cliffe Centre hospice sites. pro rata.
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition staff are able to buy up to 1 weeks' holiday per year via salary sacrifice,
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contribution's into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months.
Notice	Four weeks



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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