

## JOB DESCRIPTION – CATERING ASSISTANT

Scottish Veterans Residences (SVR) has an opportunity for a Catering Assistant to join our team at Whitefoord House, Edinburgh. The post will support the provision of supported housing services by ensuring a high standard of catering support to residents, staff and visitors.

SVR is Scotland's oldest military charity, established in 1910. Our purpose is to provide quality accommodation and support to ex-service men and women (Army, Royal Navy, RAF and Merchant Marine) who are homeless, isolated or in need, for as long as they need it in order to assist those that are able to return to independent living. Our aim is to provide a safety net for Veterans experiencing homelessness, then provide them with whatever support and tools they need to fulfil their potential.

### 1. Job Details

<b>Job Title</b>	Catering Assistant	<b>Line Manager</b>	Catering Manager
<b>Hours</b>	3 days on 3 days off. Shifts 730-6pm	<b>Salary; £26,227.50</b>	Based on £13.45 per hour
<b>Place of Work</b>	Whitefoord House, Edinburgh		

### 2. Job Purpose

The post will support the provision of supported housing services by ensuring a high standard of catering support to residents, staff and visitors.

### 3. Main Responsibilities

- To assist in efficient and economic production and delivery of a quality food service within the residence, whilst maintaining high standards of cleanliness and hygiene.
- To adhere to the SVR values of dignity and respect to all and the SSSC Codes of Practice in all aspects of your employment

### 4. Principal Accountabilities

- Assist in the preparation and serving of all meals and when required, internal functions or meetings.
- To undertake cooking/baking tasks under the direction of duty Chef when required and if time permits.
- Wash up after meals and ensure all crockery and equipment is cleaned and stored appropriately.
- Overall cleaning of the kitchen / dining area is carried out effectively in accordance with the daily/weekly cleaning schedule.

- Ensure that statutory Health and Safety standards in the kitchen and dining areas are maintained.
- Report immediately to the duty Chef any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- Understand, and ensure the implementation of, SVR's Health and Safety policy, and Emergency and Fire procedures.
- Report to the Duty Chef or Catering Manager, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Assist residents who need help during meal times (be aware of swallowing difficulties, dietary requirements etc). Assist with serving of food / drinks as requested / required.
- Ensure that the kitchen/dining room is clean and tidy, and that all waste is disposed of in line with Whitefoord House's disposal of waste policy. Ensure residence resources are used appropriately
- Participate in Staff and Service user meetings as required
- Maintain and improve professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Promote and ensure the good reputation of the organisation.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Duty Chef or Administrator, at least one hour before your work start time, your inability to report for duty. If during silent hours then again at your earliest convenience during normal office hours and also on your return to work from all periods of absence.
- Ensure the security of the residence is maintained at all times
- Adhere to all Company policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained and correctly stored.
- Carry out any other tasks that may be reasonably assigned to you.

## **5. Person Specification – Knowledge, Skills and Experience Needed**

The essential qualifications and characteristics that will be required of the person undertaking the role are:

- A willingness to achieve a qualification within a given timeframe relevant to your position as directed by the Catering Manager.
- Food and Hygiene Certificate or a willingness to achieve this within six months of starting with SVR.
- A fitness to undertake kitchen/dining room work
- Ability to treat people with dignity and respect
- Interpersonal skills - particularly when dealing with any residents who are in distress or otherwise agitated.
- Ability and skills that will contribute to being an effective member of a team
- Commitment to working within SVR's Equal Opportunities Policy
- Flexibility and willingness to adapt to changing priorities

## **6. Other Relevant Information**

- The post holder has no direct reports
- The post holder will be managed by the Chef on duty/Catering Manager and will work closely with other members of the team

