

## **JOB DESCRIPTION**



<b>TITLE:</b>	Relief Catering Assistant
<b>GRADE:</b>	Band 2
<b>LOCATION:</b>	Foyle Hospice, In-Patient Unit
<b>RESPONSIBLE TO:</b>	Trustees of Foyle Hospice
<b>REPORTS TO:</b>	HR and Administrative Services Manager
<b>JOB PROFILE:</b>	<p>To assist cook in providing nutritious meals for patients and staff. To prepare Evening teas for patients.</p> <p>To ensure a high standard of cleanliness and hygiene in the kitchen at all times</p> <p>To assist the cook in ensuring all Food Regulations/HASSP are adhered to at all times.</p>

**Please note Foyle Hospice terms and conditions vary from Agenda for Change.**

### **DUTIES:**

Assist the cook with the correct preparation, handling and serving of food to ensure a varied, nutritious, balanced diet is provided.

Serve morning tea, lunch and afternoon tea to patients.

Prepare, cook and serve patients' evening meals.

Prepare vegetables.

General washing up including pots and pans.

Ensure work surfaces, kitchen equipment and stores are kept clean and tidy at all times.

Assist cook with daily and weekly kitchen cleaning.

Remove waste regularly from kitchen and deposit at bin depot in a sealed black bag.

Report any faulty kitchen equipment immediately.

Undertake basic food hygiene course every three years

Adhere to all policies and procedures of Foyle Hospice.

Undertake any duties of a similar nature as required by the Cook/Administrative Services Manager.

## **ADDITIONAL INFORMATION FOR EMPLOYEES**

### **Conduct**

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

### **Performance**

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

### **Risk Management**

Employees must ensure that they comply with any risk management responsibilities specific to their post.

### **Governance**

Foyle Hospice is committed to the development and implementation of systems under governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

### **Confidentiality**

Ensure good practice and compliance in relation to privacy, confidentiality and GDPR regulatory guidelines as set out by Foyle Hospice. Ensure the maintenance of confidentiality in respect of records and all privileged information relating to the services of Foyle Hospice, its patients, staff and volunteers and particularly of the area for which directly responsible. Social media policy must be adhered to at all times.

### **Equality & Human Rights**

Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility.

### **Health and Safety**

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

### **Smoking, Alcohol & Health**

Foyle Hospice operates policies on smoking, alcohol and health.

### **Environmental Cleanliness**

Foyle Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

### **Infection Prevention & Control**

Foyle Hospice operates policies to prevent healthcare associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

**Access NI Disclosure** – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from [www.accessni.gov.uk](http://www.accessni.gov.uk).

It should be noted that some posts fall within the definition of 'Regulated Activity'. Further information on Regulated Activity can be obtained on request. Any post falling within the definition of Regulated Activity will be subject to an Access NI Enhanced Disclosure check with Barred list check.

*This is a general outline of the Job Description and may be subject to change, according to the needs of the service, in consultation with the existing post holder*

We are an Equal Opportunities Employer

**January 2026**

# Foyle Hospice

## Person Specification

**Job Title : Relief Catering Assistant**

Criteria	Essential	Desirable
Training and experience	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• One year's experience working as a catering assistant</li> </ul>	<ul style="list-style-type: none"> <li>• L2 Certificate in Food Safety in Catering</li> <li>• Experience of working in a healthcare setting.</li> <li>• Awareness of Health and Safety and COSHH regulations</li> </ul>
Skills / Abilities	<ul style="list-style-type: none"> <li>• Basic cooking skills</li> <li>• Ability and enthusiasm to work as part of a team but also able to work with minimum supervision.</li> <li>• Prepared to be flexible in respect of tasks and duties.</li> </ul>	

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.**

**Post will be subject to Access NI Check and References.**

**We are an Equal Opportunities Employer**