

TOWELL BUILDING TRUST LTD

Job Title: Catering Assistant

Responsible To: Executive Chef

Location: Towell House Residential Home, Belfast

Objective of the Home

Towell House Residential Home is committed to delivering person-centred care of the highest possible standard within a holistic, loving, and homely environment.

General Responsibilities

The Catering Assistant will:

- Work with integrity, honesty, openness, accountability, and respect.
- Be aware of and adhere to policies regarding clinical governance, human rights, health and safety, and resident welfare.
- Support the orientation of new staff and contribute to continuous service improvement.
- Communicate effectively and maintain positive working relationships with colleagues.

Function of the Role

The Catering Assistant is responsible for maintaining the cleanliness of the kitchen, Dining Room and all associated equipment and materials. They will assist in the preparation, cooking, and service of meals, ensuring high standards of hygiene and safety are upheld.

Key Duties

- Secure all cleaning materials when not in use.
- Clean all kitchen and dining room areas including dry goods store, food prep zones, windows, ledges, fly screens, and extract filters.
- Assist in food preparation and cooking under the direction of the chefs.
- Support the service of meals to residents, including setting of Dining Rooms.
- Use and care for kitchen equipment appropriately.
- Report any equipment faults or breakdowns to the chefs.
- Maintain high standards of hygiene and safety at all times.
- Report any accidents or incidents promptly.
- Adhere to the Home's policies, procedures, and dress code.
- Participate in staff induction and training.
- Attend staff meetings when required.
- Assist in other areas of the Home as directed by management.

Person Specification

Essential:

- Genuine interest in working in a caring environment.
- Excellent communication skills.
- Ability to work well in a team.
- Calm under pressure.
- Basic literacy and numeracy skills.
- Must be resident in the UK with the right to work.

Desirable:

- Up-to-date mandatory training records.
- Previous experience working in a kitchen or catering setting.

Staff Wellbeing Benefits Package

As a valued employee we care for you from the first day of employment.

- Excellent, competitive rates of pay reviewed annually.
- Westfield Foresight Health Cash Plan for all eligible staff
- Employee Assistance Programme
- 24/7 Advice, Counselling, and Information Line
- Health Club Concession
- Westfield Rewards (Discounts & Offers on hundreds of leading online & High Streets retailers)
- Your Children are covered on Westfield Core Health Benefits Free
- Access to Health E Hub Via Westfield Health Cover
- Group Life Assurance (4x annual salary, in service, death benefit)
- No time deduction for meal breaks
- Contributory Company Pension Scheme up to 5%
- Fantastic induction process
- Free training to NVQ Diploma level 5/ other recognised training for non-care staff
- Learning and Development Support
- Career Opportunities leading to Senior Management
- Recognised pay structure for certified training.
- Free Uniform
- Annual bonuses x 3
- Long Service Bonuses (5 yrs. 8 yrs. & 10 yrs.)
- Care, domestic and catering staff have 6.6 weeks A/L per annum.
- Overtime paid at time and a half.
- Recognised Bank Holiday worked, paid at double time, for eligible staff.
- Free parking
- Mileage allowance for training on your days off.



All employees of the Towell House Residential Home are legally responsible for all records held, created or used as part of their duties within the home to include resident, corporate and administration records whether paper-based or electronic. All such records are public and are accessible to the public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be up to date with the home's policy and procedures on records management and to seek advice if in doubt.

This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined in consultation with the job holder. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

CVs NOT ACCEPTED TOWELL HOUSE IS AN EQUAL OPPORTUNITIES EMPLOYER

As regulated facility applicants should be aware an enhanced Access NI check is required for this post. Applicants should also be aware a trace on your Access NI check does not necessarily disbar from employment. Each case is assessed individually.

Towell House has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information. This is available on request from Towell House.

The Towell Building Trust Ltd has a written policy on the recruitment of ex-offenders. This is available on request from Towell House