

# 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** £ 23615 to £ 23815 Pro rata  
Competency Based Framework

**Location** Heald Green

**Responsible to** Head Cook

## Core Purpose

To support the Catering team in the provision of a first class support service.

## Job summary

To support the work of the Hospice in its provision of specialist palliative care by assisting the catering team to meet the food service aims and objectives.

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



## Responsibilities

The Catering Assistant will :

Assist with in the day to day smooth running of the kitchen and the catering service.

Ensure confidentiality is maintained at all times.

Adhere to safe working practices and all health & safety matters.

Assist in the maintenance of the food safety management system.

Undertake other duties as assigned by the Head/Assistant cooks.

Be responsible for the correct use of equipment.

Maintain the highest standards of Hygiene at all times.

Assist in the preparation and cooking of basic food dishes.

Ensure staff eating areas are hygienic, clean and tidy throughout your shift.

Deliver and set up any Hospitality required.

## Requirements

The Catering Assistant will :

- ✓ Have previous experience in a similar role.
- ✓ Have a current level 2 food hygiene certificate, or willing to train for one.
- ✓ Be willing to undergo further training in allergens, nutrition and food safety.

- ✓ Have a basic level of IT skills, with a willingness to development this further.
- ✓ Have experience in food preparation.
- ✓ Be able to organize their time and prioritize activities.

The Catering Assistant will be able to

- ✓ Show enthusiasm for the role and to take pride in the delivery of a first class support service
- ✓ Communicate well at all levels. A consistent
- ✓ Adhere to agreed systems of work to ensure a consistent level of quality.

- ✓ Show empathy and understanding towards patients and their families.
- ✓ Demonstrate honesty and reliability.
- ✓ Work well as part of a team in a busy environment.

Any post holder within the organisation will be expected to undertake safeguarding training appropriate to their role and adhere to safeguarding policies and procedures. All staff must work in accordance with their statutory res and responsibilities in relation to safeguarding in accordance with the Working Together to Safeguarding Children 2023, The Care Act 2014, and Prevent Duty 2015.

## Terms and conditions for the [job title]

### Contract

<insert text here>

### Work Pattern

30 hours over 4/7 days per week.

### Location

Heald Green

### Free Parking

Free parking at both our sites.

### 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, pro rata.

### 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

<insert text here> weeks



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

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🌐 [www.sah.org.uk](http://www.sah.org.uk)

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