

JOB DESCRIPTION

Catering Assistant

(Extra Care Housing)



February 2022

Department: Community Services
Location: Wilkie Gardens, Galashiels
Responsible to: Cook (Extra Care Housing)

Job Purpose

- To ensure a high standard of cleanliness throughout the kitchen and dining rooms.
- To assist the Cooks with basic food preparation and the delivery of meals to tenants.

Main Duties and Responsibilities

Meal Service and Food Preparation

- To maintain the cleanliness of the kitchen and dining room as per kitchen cleaning schedules.
- To adhere to Eildon's Food Safety Management System (HACCP) and Health and Safety at Work Regulations.
- To carry out basic food preparation including light snacks and meals
- To set dining room tables to the required standard.
- To wash dishes, load and unload the dishwasher.
- Take receipt of deliveries and store as per HACCP regulations.

Tenant engagement

- Serve meals in dining area and support care colleagues with the delivery of meals to flats.
- Where instructed assist with escorting tenants to the dining room.
- Support tenants to complete menu choices, collate and record to ensure smooth delivery of the meals service.
- Liaise with tenants and local colleagues in the planning of social activities and promotion and use of the Community Hub.
- Prepare for communal events, set up areas and tidy away afterwards.
- Stimulate and encourage communal activities and contact between tenants and local community.

General administration

- Manage and complete all necessary records/logs pertaining to the meals service and general maintenance of the kitchen.
- Handle and process general tenancy related enquiries from tenants, tenants' representatives, visitors, contractors as required.

General

- To be aware of current Health and Safety Policy and to take responsibility for establishing and maintaining a safe and healthy environment for yourself, tenants, colleagues and visitors, implementing Eildon's policies and procedures and conducting risk assessments to support this.
- Ensure the maintenance of confidentiality at all times, in respect of matters pertaining to Eildon.
- Afford equal opportunity and access to all users of Eildon's services and those involved in its delivery in accordance with Eildon's Equality and Diversity Policy.
- Undergo training as necessary to maintain high quality standards of work.
- Undertake any other duties appropriate to the post as directed by the Cook and senior colleagues

PERSON SPECIFICATION

Catering Assistant

(Extra Care Housing)



This Person Specification describes the ideal person to fill the job and is a profile of the qualifications, knowledge, skills, abilities and competencies that will be looked for in the recruitment and selection process. It lists a series of attributes: "essential" and "desirable", for an individual to possess in order to do the job.

Education and Qualifications

- Good general standard of education
- Have or willing to attain REHIS certificate in Elementary Food Hygiene

Experience

- Working with older people
- Kitchen experience, preparing and serving meals

Knowledge

- Working knowledge of health and safety regulations in relation to the role
- Working knowledge of food hygiene principles

Skills and Abilities

- Domestic and catering skills
- Able to work effectively as part of a team
- Able to work unsupervised
- Able to maintain confidentiality at all times
- ICT skills and ability to use MS Office 365

Personal Attributes

- Communication skills to be able to assist older people, deal with visitors to the development, suppliers, and work with other team members.
- Flexible approach and willingness to contribute to the success of the development
- Willing to learn and develop skills
- Enthusiastic and reliable
- Demonstrate a clear understanding, personal commitment and positive approach to Eildon's vision and values to deliver an effective and valued service to our customers.

Other Requirements

- Good general state of health and sufficient physical strength and stamina to undertake duties
- Ability to work flexible hours including weekends
- Post is subject to PVG membership

Essential / Desirable

Essential
Desirable

Desirable
Essential

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Desirable

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CONDITIONS OF SERVICE

Catering Assistant

(Extra Care Housing)



April 2025

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SALARY

The salary applicable to the post is Care / Manual Grade A - £24,570 per annum (pro rata) / £12.60 per hour

Eildon is a Living Wage employer. The salary for this post is the equivalent of the current Living Wage of £12.60 per hour.

PROBATIONARY PERIOD

This post requires the satisfactory completion of a six-month probationary period.

ALLOWANCES

Staff using their own vehicle on Eildon business will receive Business Mileage Rates, currently 45p per mile.

PROTECTING VULNERABLE GROUPS (PVG) SCHEME

This post involves working with vulnerable adults and therefore registration with the PVG Scheme is required. Eildon will pay for PVG registration. However, if you leave Eildon employment within the first six months you will be required to repay the cost of registration.

HOURS OF WORK

The shifts are arranged over 7 days covering the preparation and provision of two meals per day. You will work 1 shift a week from 11am until 6pm on a 3-weekly rota for your contracted days.

LEAVE

The leave year runs from 1 April to 31 March.

The basic entitlement for full-time staff is 31 days (this includes public holidays) with one additional day's leave per leave year of service up to a maximum of 5 days. Leave for part-time staff is in proportion to hours worked.

METHOD OF PAYMENT

Monthly on the last Thursday of each month direct to employee's bank or building society account.

PENSION

All employees are normally eligible to join the Scottish Housing Associations' Pension Scheme Defined Contribution.

SICKNESS ALLOWANCE

All permanent employees will be entitled to sickness allowance as follows:

Service	Entitlement	
	Full Pay	Half Pay
up to six months	one week	nil
six months to one year	up to five weeks	up to five weeks
one – two years	up to nine weeks	up to nine weeks
> two years	up to 13 weeks	up to 13 weeks

NOTICE PERIOD

By Eildon:	One calendar month, subject to statutory minimum
By the Employee:	One calendar month

OUTSIDE WORK

Outside work will normally be permissible subject to that work involving no conflict of interest with the individual's job at Eildon and that no other work affects the performance of their duties with Eildon.