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| **Job Title:** | **Host/Hostess** |
| **Reports To:** | **Head Chef** |

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| **Job Summary:** | Preparation of serving trollies and preparation and cleanliness of satellite kitchens, laying tables and assisting in the taking of orders and serving meals to residents within the Home. |

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| **Role Responsibilities:** |
| * Support the residents with choosing their meal options at the time of dining
* Support with the dining service and assisting residents with their meals as directed, including supporting those residents to retain their dignity who choose to adopt “*cutlery free dining”*
* Ensure dining tables are set in accordance with the standard operating procedures
* Ensure menus are displayed and are reflective of the meal choices for the day
* Ensure menu holders are kept clean and well presented
* Ensure that any tray services that are required are taken to the resident’s room, that the trays are well presented and cleared away afterwards
* Ensure satellite kitchens areas are fully stocked, with condiments, juices, teas, coffee etc. prior to serving of all meals and the items are in date
* Ensure the front of house is kept clean, tidy and well-presented and that dirty crockery is removed and replenished throughout the day
* Ensure the coffee machines are cleaned regularly and replenished throughout the day
* Ensure fresh homemade cakes/biscuits are accessible in the bistro areas are replenished throughout the day
* Ensure that finger foods and fresh fruit options for residents are kept replenished throughout the day and accessible to the residents
* Ensure that any concerns about a resident’s dietary intake is escalated to the senior person in charge
* Serving of tea and coffee/ juices/water to residents as required.
* Ensure you are aware of resident’s dietary requirements relating to fortified diets, allergens
* Assist in clearing tables after meals and re setting
* Assist in cleaning satellite kitchens and main kitchens as required.
* Checking sell by dates on consumables held within kitchenette areas.
* Ensure that the Head Chef/ Head Housekeeper is notified in a timely manner of any linen or equipment that may need replacing.
* Treating all residents with dignity and respect.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Hold Basic Food Hygiene Certificate and demonstrates high standards of personal hygiene. | Desirable for the certificate but Essential for the understanding  | Application form/interview |
| Experience of working in a similar setting , restaurant or hotel  | D | Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents  | E | Interview |
| Demonstrate compassion and commitment to the delivery of culinary services to residents  | E | Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |