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

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| **Job Summary:** | Preparation of serving trollies and preparation and cleanliness of satellite kitchens, laying tables and assisting in taking 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 according to the standard operating procedures * Ensure menus are displayed and are reflective of the meal choices for the day * 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 resident’s 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 kitchen 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 a Basic Food Hygiene Certificate and demonstrate high standards of personal hygiene. | Desirable for the certificate but Essential for the understanding | Application form/interview |
| Experience working in a similar setting, restaurant or hotel | D | Application form |
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| **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:** |  |