



POSITION Waiting Staff – Sutton Manor Nursing Home

LINE MANAGER Housekeeping Supervisor / Home Manager

PURPOSE OF POSITION

To ensure that all aspects of the food and beverage service offered, are done so effectively, hygienically and efficiently to a high standard. To manage the Dining Room staff and take responsibility for the smooth running of the Dining Room. To manage the 2 guest rooms and take responsibility for bookings and to ensure that guest rooms are ready for occupation on the relevant dates and subsequently cleaned and re-equipped straight after the guest has vacated.

PRINCIPLE RESPONSIBILITIES

- Complete preparation and clearing of the Dining Room ready for lunch/evening service to include vacuuming of the carpet as required, polishing of cutlery and glasses, laying of tables with clothes, cutlery, crockery and glassware, the service of all food and beverages to the Residents and their guests and the clearance of all plates, cutlery, glassware back to the kitchen during and after lunch has been served.
- The service of hot drinks during the morning to the Residents, families and guests.
- Ensure that all drinks items held in the kitchen are kept fully stocked.
- Be clean and tidy in appearance, uniform and sensible footwear to be worn at all times, hair to be kept tidy and if long, to be tied back. No nail polish to be worn and no visible piercings apart from small earrings.
- Ensure that opportunities for cross-contamination are identified, risk assessed and action taken to minimise risk.
- Undertake any other reasonable request/task as and when requested on instruction from a senior member of staff to promote the effective day to day functioning.
- Cleaning and preparation in the Guest Rooms.

OUR BENEFITS INCLUDE

- Long Service Awards
- Company pension scheme
- 28 days holiday pro rata (including Bank Holidays)
- Holiday allowance increases with service
- Free parking
- Subsidised meals
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme



SHIFTS AVAILABLE

Monday – Friday

30 hours per week working 08:00am – 2:00pm

PAY

£13.05 (weekday basic rate) **£14.03** (weekend basic rate)