



Milford Care Centre
(Under the auspices of Little Company of Mary)
Castletroy, Limerick.

Tel: 061-485800 Fax: 061-331181

Mission Statement

We in Milford Care Centre as a Little Company of Mary Health Care Facility aim to provide the highest quality of care to patients or residents, family and friends, both in the areas of palliative care and services to the older person, as envisaged by Venerable Mary Potter.

We strive to live our core values:-

Justice: To be rooted in integrity, honesty and fairness in all that we do.

Compassion: To seek to understand and to care for all with compassion.

Respect: To treat each person as a unique and valued individual.

Communication: To be open, honest and sensitive in all our communications.

Accountability: To provide a professional service that uses resources economically, efficiently and effectively.

Job Description

Job Summary: Under the direction of the Catering Supervisor the catering assistant will contribute to the development of Milford Care Centre.

Job Title: Catering Assistant

Reports to: Catering Officer

Direct Working Relationship: Catering Department

Requirements: Relevant experience

Principal Responsibilities and duties:

- Assist with the preparation, presentation and service of meals and beverages, the cleaning of all associated areas and equipment.
- Assist with all aspects of the preparation and services of meals and beverages to residents, patients, staff and visitors.
- Maintain records of the probing and temperature recording of food on a daily basis.
- Undertake all aspects of cleaning, equipment, walls, fixtures, utensils crockery glassware etc.
- Ensure that you maintain the cleanliness and good order of your area of assignment and associated areas.
- Be responsible for the correct storage and rotation of fresh and dry foodstuffs.
- Operate cash registers and when assigned to this task to comply with all cash handling procedures and take all necessary steps to ensure maximum security of all cash. Know how to change till rolls when necessary.
- Ensure efficient and economical use of materials and equipment.
- Take all necessary steps to ensure the maximum security of your area of assignment and all equipment and supplies contained herein.
- Report immediately any incidents of accident, fire loss, damage, unfit food and take action as may be appropriate.
- Extend courtesy and co-operation to all residents, patients, staff, and visitors in the course of your duties.
- Attend training courses when required.
- Brew coffee and set up cappuccino machine.
- Replenish milk dispensers.
- Prepare and set-up Breakfast bar.
- Prepare and set-up breads.
- Restock all butters, preserves
- Restock tea bags, coffee sachets, sugar sachets, serviettes, sauce, salt & pepper sachets and stirrers.
- Ensure through service that the area is kept stocked and clean.
- Ensure when restocking the counter to use best practice in merchandising products at point of sale.
- Any other duties relevant to the post as may be allocated by the Catering Supervisor.
- A working knowledge of the General Data Protection Regulations (GDPR) as they apply to the post holder in the context of his/her work.

HEALTH AND SAFETY

- Maintain a safe work environment in co-operation with the Centre Management Team and with reference to the Safety, Health and Welfare at Work Act, 2005.
- Work in a safe manner with due care and attention to safety of self and other authorised persons in the workplace.
- Be familiar with Milford Care Centre's policies, practices and procedures.
- Report immediately any accidents or incidents involving patients, staff or members of the public to the Catering Officer/Catering Supervisor or in their absence CNM on duty.
- Adhere to the policies laid down in the Safety, Health and Welfare at Work Act, 2005.

Note: The above list of Responsibilities/Duties is not exhaustive and as such will be subject to review on an ongoing basis and may be changed in accordance with service requirements.