



## ST. JOHN EYE HOSPITAL – JERUSALEM

### JOB DESCRIPTION

<b>Title</b>	<b>Kitchen Worker /Cleaner</b>
<b>Department</b>	<b>Facilities Department</b>
<b>Section</b>	<b>KITCHEN</b>
<b>Reports to</b>	<b>Chef</b>
<b>Hours</b>	<b>40 per week (inc of lunch breaks) to be worked as part of the roster including late shifts.</b>
<b>Date formulated</b>	<b>April 2010</b>
<b>Date reviewed</b>	<b>April 2024</b>

#### **General Statement of Duties:**

To ensure that the hospital kitchen is kept clean at the required hygienic level.

Cleaner tasks: To ensure that assigned areas are kept clean and tidy to ensure that the Hospital and residential accommodation is maintained at the required hygienic standard at all items, paying particular attention to the clinical areas.

#### **Main Responsibilities:**

1. Assist with food preparation, service of the meals, and clean-up of the dining room and kitchen.
2. Wash dishes; empty trash daily.
3. Assist the chef in preparation of meals when needed.
4. Aid in the ongoing hospital activities, including evening and weekend activities.
5. Assist in receiving goods and in unloading trucks.
6. Maintain and clean storage, dining room and kitchen area.

7. Work a varied schedule which may include weekends and evenings, depending on the events planned for the hospital.
8. Attendance at work is an essential function of this position.
9. Sweep and mop the kitchen floor every day.
10. Remove the dirt and wipe clean all kitchen counters, appliances and equipment.
11. Scrape and wash all dirty dishes, silverware, glasses, pots, pans, cooking utensils, etc. using the dish washer.
12. Store the cleaned dishes, silverware, glasses, utensils, pots, pans, etc. in their proper location.
13. Remove all trash from the kitchen area and place them in the proper disposal area.
14. Prepare the chemicals, supplies and tools needed in cleaning the kitchen area.
15. Assist in moving food carts, kitchen equipment, etc. as the need arises.
16. To make sure that food trolleys are taken to the wards on the agreed hours and collect them at a later stage.
17. Collect meal tickets from the staff at lunch time.
18. To report to the Assistant Cook during the absence of the Chef.
19. Ability to meet deadlines.
20. Ability to implement the required food hygienic level, hand washing process and how to deal with chemicals
21. Perform other duties as may be assigned by the Chef/Facilities Manager.

### **General Responsibilities:**

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. All staff are expected to promote and contribute to a cooperative and productive work environment. Staff are also expected to show respect and consideration to their colleagues and all patients and visitors to the hospital.
3. All staff are expected to follow the dress code for their area of work. All uniforms as required by different work areas should be worn at all times. Staff who do not have a uniform are expected to wear appropriate, respectful, modest business dress. Jeans are not considered appropriate attire.
4. The hospital is a no smoking hospital and smoking is only permitted in the designated smoking areas and only during official break periods.
5. All staff will abide by confidentiality rules and will not disclose any information about patients, the staff or the workings of the hospital, except in certain circumstances where express permission is given as per the Confidentiality Policy.

6. All staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
7. The Hospital has a Control of Visits in the Hospital and Security of Workers policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the Hospital and its service are as secure as possible.
8. The Hospital is committed to equality and all staff are expected to treat colleagues, patients and visitors to the Hospital with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.
9. All staff are expected to familiarize themselves with the requirements of the Hospitals policies and procedures for staff and also their specific area of work.
10. All appointments within the Hospital are subject to pre-employment health screening.
11. All staff are responsible for ensuring that all risks of cross infection to patients are minimized and that all policies, procedures and guidance relating to infection control practice are adhered to.
12. All staff are responsible, where relevant, for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
14. Any other duties as designated by your manager and which are commensurate with the grade.

### **Essential Requirements for the Post:**

Tawjihi School certificate.

Previous experience in the same field, preferably in Hospital or Hotel kitchens environment – desirable

Ability to work under stress and handle stressful situations.

Ability to follow directions and work together as a team player.

Ability to establish and maintain working relationships with co-workers, supervisors.

Ability to operate kitchen tools and equipment.

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_