

# St Mary's Nursing Home

## Job Description

<b>Job Title</b>	Nutritional Support Worker
<b>Reports to:</b>	Nurse on Duty and Cook
<b>Accountable to:</b>	Manager, Owners and Service User

### Job Summary:

To prepare and serve residents meals and drinks

### Main functions of the job

- Ensure fresh water/juice jugs are replaced in individual rooms at the start of the day
- Ensure all tables in dining room and individual rooms are cleaned before and after every meal
- Remove all used aprons if soiled or leave folded tidily in individuals rooms
- Ensure the environment is prepared for service users to enjoy their meal times- tables set, condiments within reach and napkins available
- At the end of meal times ensure dining rooms and individual rooms are cleaned, tidied and free from any hazards-chairs put back in appropriate place, clean up any spillages of food and drink
- To assist with servings meals and drinks and giving appropriate support to those who require it
- To provide drinks and snacks throughout the day
- To follow set cleaning schedules for the servery
- To keep a clean and tidy servery area
- Ensure kitchen bins are emptied and cleaned after every meal
- To clean work surfaces and fridge daily
- Be fully conversant with all St. Marys Nursing Home's policies and procedures
- Be fully conversant with COSHH and Environmental Health regulations
- Comply with Nursing Home policy regarding correct uniform and wearing of jewellery etc.
- To maintain a clean and safe environment for food serving

## **Key Responsibilities**

- Prepare servery to serve meals and drinks
- Report any concerns with eating and drinking to Nurse on duty
- Offer choice of meals from the daily menu taking into individual's preferences and offering alternatives as required
- Liaise with the cook any special requests in a timely manner
- To know and understand all service users specific dietary needs and requirements including aids and equipment to enable them to maintain their independence
- To know and understand any specific communication needs including the use of picture menus or any other aids
- To wear appropriate clean uniform and foot wear and to keep hair covered
- To take part in training as deemed necessary
- Attend and contribute to staff meetings
- Report any complaints to the Senior person on duty in a rapid and effective manner
- To ensure the organisational Aims and Objectives are implemented at all times
- Complete full and accurate records to ensure Health and Safety Requirements are met
- Ensure strict confidentiality is maintained as set out by the Data protection Act 1998 at all times
- Ensure effective communication with all persons you may come into contact with which demonstrates respect and empowerment to all concerned

## **Other Requirements**

### **The post holder will be required to**

- Maintain their Continued Professional Development
- Update their CPD folder and complete evaluations of learning
- Attend planned supervisions
- Ensure they meet the requirements of all mandatory training as set out in St Mary's Nursing Home Policies

This job description is not exclusive and may be amended as necessary