

Appendix 3

Job Role of the Host in the Downstairs Dining Room

Overall purpose: To direct the flow of the dining room and be present in the dining room from the start of the meal or snack to the end of service. To support patients to be seated during the meal/snack and minimise interruptions.

1. Host is allocated on the allocation sheet by Nurse in Charge (qualified nurses or HCAs) and added to the white board in the downstairs kitchen
2. Preparation of meal/snack beforehand: check enough plates, water, serving spoons, enough salt/pepper on each table, lids for plates etc for upstairs diners available
3. Host supports self servers and hands out non self servers plates and staff plates
4. Host checks clipboard that any extras e.g. 200ml juice are being consumed and remains present in the dining room
5. Any eating disorder behaviours of patients noted are saved until handover and individual feedback given by team post meal/snack
6. Host gives table support if staff member called away for any reason
7. Host organises dessert i.e. gets extras such as ice cream from kitchen
8. Host checks and organises tea/coffee and is generally one of the last to leave the dining room