

Role Profile for Kitchen Assistant

Job Title	Kitchen Assistant
Reports to	Chef
General scope of post	To assist with the preparation and provision of a high standard catering service in the Home.
Key Accountabilities	<ul style="list-style-type: none"> • Carry out any general dining room duties i.e. laying, waiting at and clearing tables, involving and encouraging residents if they so wish. • Transport of meals to dining room and other eating locations as required. • Washing-up of all items used in the kitchen area and maintaining cooking and storage areas in a clean and tidy state in line with cleaning schedules. • Simple preparation of food as required by the Chef. • Assist with ensuring other processes in the catering manual are adhered to. • To undertake such other duties as may be determined from time to time within the General scope of the post. • Ensure HACCP's processes and the catering manual are followed and recorded as required. • The role will be accountable to the Home Manager reporting through the Chef as appropriate
Number of Direct Report	This role has no direct reports
Financial Responsibility	This role holds no financial responsibility
Knowledge, skills & Abilities	<p>No formal qualifications</p> <p>Basic Food Hygiene Certificate</p> <p>Level 2 Diploma in Kitchen Services (or willing to work towards) or equivalent</p> <p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Understanding of responsibilities under HSAW Act, COSHH</p>

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Person Specification

ESSENTIAL	DESIRABLE
<u>Qualifications</u> No formal qualifications Must be able to demonstrate literacy and numeracy skills	Basic Food Hygiene Certificate Level 2 Diploma in Kitchen Services (or willing to work towards) or equivalent HACCP's training
<u>Experience</u>	Previous experience working in a food environment
<u>General Aptitude</u> A liking for older people and the ability to relate to them in a sensitive manner Pride in kitchen hygiene standards	
<u>Motivation</u> A positive attitude and commitment to high standards of food hygiene	
<u>Knowledge</u> Essentials of food hygiene	Understanding of responsibilities under HSAW Act, COSHH
<u>Specific Skills</u> Ability to work on own initiative and prioritise work schedules. Good communication skills	
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues	
<u>Team Skills</u> The ability to work as part of a team and to promote harmonious working relationships	