

JOB DESCRIPTION

KITCHEN ASSISTANT

General Scope of the Post

To assist with the preparation of meals and snacks for residents within guidelines laid down by the Home Manager and Chef.

To understand the need to promote the philosophy of privacy, dignity, independence, choice, rights and fulfilment for all clients, treating everyone with respect.

Principal Duties

- 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.
- To undertake such other duties as may be determined from time to time within the General scope of the post. Duties and responsibilities outside the general scope of the Post will only be required with the further agreement of the post holder.

General Requirements

In addition to the above, there are some general requirements that apply to all jobs in the Care Home:

- Take responsibility for the safeguarding of adults, and follow the Trust's whistle blowing policy as required.
- Participation in staff meetings.
- Participation in training activities.
- Participation in quality assurance systems.
- All duties must be carried out to comply with:-
 - Notification of accidents and other Health and Safety requirements.
 - Statutory legislation, in particular COSHH and Hygiene regulations.
 - Nationally and locally agreed Codes of Good Practice.
 - Fire Precautions.
 - Equal opportunity principles and the Trust's anti-discriminatory policy.

Health and Safety

To be responsible for your own health and safety and that of anybody else whom may be affected by your acts or omissions.

PERSON SPECIFICATION

KITCHEN ASSISTANT

ESSENTIAL		DESIRABLE	
<u>Qualifications</u> No formal qualifications. Must be able to demonstrate literacy and numeracy skills.	E1	Basic Food Hygiene Certificate. Level 2 Diploma in Kitchen Services or equivalent. HACCP's training	D1
<u>Experience</u>		Previous experience working in a food environment.	D2
<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.	E2		
<u>Motivation</u> A positive attitude and commitment to high standards of food hygiene in line with statutory requirements.	E3		
<u>Knowledge</u> Essentials of food hygiene.	E4	Understanding of responsibilities under HSAW Act, COSHH	D3
<u>Specific Skills</u> Ability to work on own initiative and prioritise work schedules. Good communication skills.	E5		
<u>Interpersonal Skills</u> The ability to form positive relationships with colleagues.	E6		
<u>Team Skills</u> The ability to work as part of a team and to promote harmonious working relationships by recognising that everyone has a contribution to make.	E7		