



Kitchen Assistant

JOB DESCRIPTION

JOB TITLE: Kitchen Assistant

REPORTING TO: Cook, Catering Manager & Senior Management Team

JOB PURPOSE: To provide assistance in the Kitchen undertaking cleaning, stock rotation and with the preparation of the residents meals.

RATE OF PAY:

Kitchen Assistant: £7.85

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Enthusiastic
- Good communication and organisational skills
- Team player
- Ability to work on own initiative
- Friendly, creative and confident
- Satisfactory DBS check against the POVA List (where applicable).

No formal qualifications are required to undertake this role as appropriate training will be provided

Desired (but not essential):

- Previous catering experience working within the Care Sector.
- Qualification in Catering
- Flexible approach towards working routines

MAIN RESPONSIBILITIES

1. To assist the Cook with the preparation of varied, nutritious meals for the resident
2. Wash dishes
3. Assist with service of meals to Residents and staff
4. Ensure thorough cleaning of kitchen area as per cleaning rota and complete documentation
5. To understand and comply with all statutory and legal requirements which are relevant such as HACCP, Health & Safety, COSHH, Environmental Health, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.
6. Attend COSHH training
7. Any other duties which contribute to the care and wellbeing of residents

Marketing:

8. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.

Training & Development:

9. Attend mandatory training days/courses, on or off site, as and when required.
10. Maintain professional knowledge and competence.

Health & Safety:

11. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
12. Understand and comply with all statutory and legal requirements which are relevant such as Health & Safety, Emergency and Fire Procedures, COSHH, all aspects of the Care Standards Act, have a clear understanding of Infection Prevention and Control policies, procedures and measures to maintain a safe environment throughout the home.
13. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
14. Promote safe working practice in the Care Home.

General:

15. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
16. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to work, and also on your return to work from all periods of absence.
17. Ensure the security of the Care Home is maintained at all times.
18. Adhere to all Company policies and procedures within the defined timescales.
19. Ensure all equipment is clean and well maintained.
20. Carry out any other tasks that may be reasonably assigned to you.