



Job title Kitchen Assistant

Responsible to Cook/Chef

Main purpose of the post

- Under the direction of the Cook to assist with meals for the residents
- Together with the Cook to ensure that a high standard of food preparation is maintained and to implement the requirements as set out by the Environment Health and Local Authority for the Home and Food Safety Act 1990
- To ensure that the kitchen and associated areas fully conform to the requirements as laid down under the Health and Safety at Work legislation.

A section header of your choice

- To ensure that a good standard of hygiene and cleanliness be maintained throughout the kitchen and dining room, as set down by the Health and Hygiene Authorities and the Management of the Home.
- To ensure all equipment used is well maintained and in good working order and to report any defects to the Cook as required.
- Under the direction of the Cook to assist in kitchen tasks connected with the preparation, cooking and presentation of meals and beverages whilst ensuring the highest quality as required by the residents and Management of the Home.
- To be responsible for the preparation and cooking of light supper meals for residents.
- To carry out general kitchen and dining room duties, such as setting tables, washing up, serving meals etc.
- To conform to the Home's food hygiene policy and in particular, critical points/hazard analysis, e.g. personal appearance must be of an acceptable level: uniform provided must be worn; hair covered and tied back and sensible enclosed non-slip shoes to be worn etc.
- To ensure that the storage of all cleaning materials conforms to the Home's COSHH policy.
- To participate in staff meetings and in staff training where applicable.
- To report and record in the appropriate manner any information considered to be important.
- To co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's values
- To ensure compliance with Hafod's policies and procedures at all times.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- Any other duties which the post holder might reasonably be expected to perform.

General

- To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's Values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with Hafod's policies and procedures at all times.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

This post is subject to enhanced disclosure as provided by the disclosure and barring service, an executive agency of the home office.

Disclosure is a means for the association to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts that involve working with vulnerable people. The association will only request disclosure from those that have been offered employment

Person specification

Qualifications, knowledge and experience

- Willingness to undertake relevant training
- First Aid Certificate*
- Food Hygiene Certificate*
- Catering experience within a commercial or institutional setting*

Skills and abilities

- Good verbal and written communication skills
- Ability to work under pressure
- Ability to work without supervision
- Practical approach
- Teamwork
- Commitment to providing a quality service
- Responsive to individual needs
- Experience of working in an environment connected with the care of older people

Interpersonal skills

- Common sense
- Tolerance
- Understanding
- Dependable

Other requirements

- Able to work at short notice when required
- Weekend working
- Use of alternative transport to get to and from work in line with the Green Policy*

*Points marked with an asterisk are desirable rather than essential

Team Structure

