

JOB DESCRIPTION

POST: Kitchen Assistant

ACCOUNTABLE TO: Home Manager, Head Chef or 2nd Chef

JOB PURPOSE:

To assist the Head Chef/2nd Chef with the smooth running of the kitchen.

KEY RESPONSIBILITIES

1. Undertake general cleaning and record keeping according to kitchen cleaning rota.
2. Complete relevant paperwork as per food safety legislation (see Care South Catering Policy (HACCAP).
3. Support chefs with basic with food preparation including but not limited to preparing vegetables, salads and sandwiches.
4. Wash up either manually and/or operate the commercial dishwasher.
5. Clean equipment, work surfaces and floors as per Catering Policy using the correct process and chemicals.
6. Accept deliveries and store food in correct areas ensuring stock is rotated.
7. Support and promote an excellent dining experience for all residents by laying out the dining room including but not limited to laying, clearing tables, hoovering/spot cleaning all dining room carpet/floors and returning crockery/other items to the kitchen for cleaning.
8. Assist with the selection and delivery of residents' meals.
9. Subject to the correct training, assist with the serving and support of residents referring to the individual care plan for guidance to enable residents to remain as independent as possible.
10. Prepare room trays and tea trolleys.
11. Collect crockery, cutlery and trollies from communal areas throughout the home.
12. Be aware of and complete kitchen opening and closing checks as and when required ensuring the kitchen is clean and tidy for the next shift.
13. Be familiar and comply with COSHH regulations with regard to all cleaning products and chemical use.
14. Undertake any dining room duties that may be required.
15. Collect and deliver items to unit kitchens in the home including loading, unloading and pushing trolleys.
16. Report any concerns regarding health and safety including equipment faults to the Head Chef or 2nd Chef.
17. Be familiar and comply with all of Care South's policies, procedures, practices and standards

18. Work as a team player to create and maintain a co-operative, friendly and welcoming atmosphere within the home, ensuring the home runs smoothly.
19. Attend induction, supervisions, appraisals , staff meetings and staff training as required and have a willingness to learn.
20. Undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South **HEART** Values of Honesty, Excellence, Approach, Respect and Teamwork, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

Competency	Essential	Desirable
Knowledge of	<ul style="list-style-type: none"> • Food allergens and intolerances 	<ul style="list-style-type: none"> • Awareness of food hygiene, fire precautions, infection control and health and safety
Experience of		<ul style="list-style-type: none"> • Kitchen work
Skills, Characteristics and Attributes	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Organised, methodical, honest and committed approach to ensure the required standards are met • Patient and calm demeanour in the face of obstacles or crises • Enthusiastic with a positive attitude to work • Resilient and able to cope with change • Able to work on own initiative and as part of a team to meet common goals. • Contributes to a working environment which respects and values the individual and is free from bullying & harassment and all forms of discrimination 	<ul style="list-style-type: none"> • An awareness of the core values of Care South to provide high quality service