**ST PHILIP & ST JAMES RESIDENTIAL HOME**

 **JOB DESCRIPTION**

**POSITION:**  Kitchen Assistant

**RESPONSIBLE TO:** Managers/Cook

**JOB SUMMARY**

To provide assistance to the cooks with the preparation and serving of meals.

**RESPONSIBILITIES AND DUTIES**

|  |  |
| --- | --- |
| 1 | To assist in the preparation of food. |
|  |
| 2 | To provide a high standard of work in the kitchen ensuring the policies and procedures of the home are followed. |
|  |
| 3 | To ensure that duties delegated to you by a senior member of the team are carried out as required. |
|  |
| 4 | To assist in the serving of meals to residents. |
|  |
| 5 | To ensure that the kitchen and food preparation areas are kept clean and tidy. |
|  |
| 6 | To assist in the serving of beverages to residents. |
|  |
| 7 | To wash and dry kitchen pots/utensils and ensure their correct storage. |
|  |
| 8 | To handover/receive relevant information regarding food preparation and meal requirements. Eg. Special dietary requirements. |
|  |
| 9 | To clean the kitchen area. Floors, cookers, fridges etc. |
|  |  |
| 10 | To assist in ensuring a high level of health and safety, cleanliness, and food hygiene and to ensure safe working practices are followed. To report any problems to the cook in charge or senior on duty.  |
|  |  |
| 11 | To assist in stock taking and storage of stock, including checking of deliveries. |
|  |
| 12 | To assist in the correct disposal of waste and removal of the kitchen recycling to the collection area.  |
|  |  |
| 13 | To promote a safe and caring environment maintaining general tidiness and promoting a homely atmosphere. |
|  |
| 14 | To work as a team with those staff on duty and communicate between each other. |
|  |
| 15 | To greet any visitor with courtesy and ensure identification is sought to maintain security. |
|  |
| 16 | To answer the telephone and take messages as required. |
|  |
| 17 | To adopt a positive and pleasant attitude, an approachable manner and give attention to residents’ needs. |
|  |
| 18 | To be available to attend all mandatory training and other appropriate training as determined by the training manager. This may be internal or external to the home. |
|  |
| 19 | To maintain confidentiality when communicating with senior and other members of staff and residents and relatives. |
|  |  |
| 20 | To respect residents’ beliefs and values. |
|  |
| 21 | To conform at all times with the company health and safety at work policy. |
|  |
| 22 | To have knowledge of all relevant policies and procedures within the home. |
|  |  |
|

|  |  |
| --- | --- |
| 23 | To conform at all times with all relevant policies and procedures in the home  |

 |
|  24 | To maintain accurate notes and records required by the kitchen staff. |
|  |  |
| 25 | To be aware of how and when to use the whistle blowing procedure. |
|  |  |
| 26  | To attend supervisory sessions and staff meetings as required |
|  |
| 27 | To carry out such other duties as may be reasonably required by the Managers or person in charge.  |

**PERSON SPECIFICATION**

1. Have an interest in working with the elderly.

2. To be trustworthy, reliable, and honest.

3. To be organised and self-motivated.

4. To be flexible to the needs of the home.

5. To work unsupervised as required.

6. To be sensitive and caring.

7. To be a good team-player.

8. To have excellent communication skills.

**QUALIFICATIONS AND EXPERIENCE**

Experience of working in a kitchen setting desirable but not essential.

Accepted and agreed by Employee

Signed ………………………………………….. Date …………………