

# JOB SPECIFICATION



**POST TITLE:** Kitchen Assistant

**RESPONSIBLE TO:** Manager / Cook

**JOB PURPOSE:** To assist in achieving and maintaining the efficient and economic production of quality food whilst ensuring the highest standards of cleanliness are maintained.

## **MAIN RESPONSIBILITIES:**

1. Promote and ensure the good reputation of the Service. To maintain and demonstrate a positive attitude toward clients, their families, staff, visitors and others.
2. Assist, when requested / appropriate in the preparation, cooking and serving of meals.
3. To demonstrate Non-discriminatory practice in all aspects of work.
4. Wash up after meals as well as being responsible for the overall cleaning of the kitchen and where appropriate the dining area.
5. Ensure all equipment is clean and well maintained.
6. To support the development of the process, practices and delivery of My Path.
7. Maintain and improve professional knowledge and competence.
8. Ensure statutory Health and Safety standards in the kitchen and dining areas.
9. Report immediately to the Service Manager any illness of an infectious nature or accident incurred by a Client, Colleague, self or another.
10. Notify the Matron / Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.
11. Maintain complete confidentiality of all matters concerning the Service, Clients, Staff and related work.
12. To ensure quality targets are met in accordance with agreed standards.
13. Participate in Staff and Client meetings and attend training sessions as required.
14. Participate in agreed systems of appraisal and individual performance review with the role of employee.
15. Understand and ensure the implementation of the Service's Health and Safety Policy, Emergency and Fire Procedures.

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- 16. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Service Manager.
- 17. Ensure the security of the Service is maintained at all times.
- 18. Adhere to all Group policies and procedures within the defined timescales. NCSC standards and guidelines, Department of Health guidelines and legislation, including the Mental Health Act and Code of Practice.
- 19. Undertake other duties, as required, by the team leader, Head of Care, or Service Manager

**SKILLS, KNOWLEDGE & QUALIFICATIONS**

**Required:**

- Basic Food / Hygiene Certificate
- Good communication skills
- Team player

**Desired:**

- Experience in a care environment

**NB Applicants must meet any age requirements set by the relevant regulatory body**

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Description.

Jobholder .....Signed ..... Date: .....

Manager .....Signed ..... Date: .....