

# Job description



**Job title:** Catering/Kitchen Assistant

**Responsible to:** Head Chef (second chef in Head Chef's absence)

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## Our Values

- ❖ Fulfilling Lives is our core purpose
  - ❖ Every one of us makes a difference is the belief that drives us
  - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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## Job Summary

To ensure that the kitchen and related areas are maintained in a clean and safe condition at all times; observing and maintaining food hygiene standards. To assist the Head Chef/Second Chef as directed in food preparation.

## Key Responsibilities

- Assist, as directed, with the preparation of produce for meal time service this may include cooking of breakfast items, vegetable preparation and the making of sandwiches.
- To ensure that all kitchen equipment and kitchen areas are cleaned according to the cleaning schedules.
- To ensure statutory and Company Health and Safety Regulations are adhered to.
- To ensure correct storage of all dry and perishable cook chill goods as soon as possible after receipt and checking.
- To ensure the correct, safe storage of cleaning materials.
- To ensure that all crockery, cutlery and drinking vessels for residents use are thoroughly cleaned using the main kitchen dish washing machine.
- To ensure that all pots, pans, cooking utensils and service counter containers are cleaned to the required standards and correctly stored after cleaning.
- Carry out any other reasonable instructions given by the Head Chef/Second Chef, or Home Manager.

## Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

## Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

## Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Reasonable standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Catering qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a busy kitchen environment as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience gained within a care home environment</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• The ability to manage priorities and follow instructions</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Basic food hygiene</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Keen to learn and improve own performance</li> <li>• Committed to communicate with customers to understand their needs</li> <li>• Will go the extra mile to help fulfil customers' needs</li> <li>• Has a 'can-do' attitude to work</li> <li>• Enjoys working effectively as part of a team</li> </ul>	