

### Our Values:

- Support and listen
- Use an open, honest culture
- Put you at the heart of our service
- Ensure you feel safe
- Respect your life choices
- Be kind and compassionate



**Job Title:** Kitchen Assistant  
**Salary:** £12.21 per hour plus enhancements for weekend working  
**Reporting to:** Cook  
**Hours of work:** Flexible up to 36 hours per week, on a rolling shift pattern including alternate weekends, bank holidays and evenings as required to meet service needs

### Job Purpose

To prepare and deliver balanced, nutritious, and personalised meals to elderly, vulnerable and frail residents, some of whom are living with dementia, using a variety of kitchen equipment, maintaining high standards of personal and environmental cleanliness and meeting health and safety requirements in regard to food handling and hygiene.

### Main Duties and Responsibilities

- Prepare all food items, being mindful of residents' care plan requirements, religious beliefs, and personal preferences such as halal food or veganism
- Use kitchen equipment, utensils, special knives and cutters safely and correctly
- Maintain the cleanliness and tidiness of the kitchen, ensuring all equipment is cleaned and stored safely and the catering environment meets health and safety standards
- Undertake kitchen checks as instructed by the Cook on duty
- Assist with kitchen deliveries, ensuring items are promptly transferred to the correct storage location stored in line with food hygiene and food safety regulations
- Record staff meals taken up and submit monthly to payroll for deduction from wages

### General

- Work effectively in your team, sharing knowledge and best practice
- Comply with company policies and procedures and ensure up to date knowledge
- Practice responsible safeguarding, raising awareness of risks and hazards
- Keep accurate records
- Maintain confidentiality
- Promote anti-discriminatory behaviour, being culturally sensitive about personal characteristics
- Understanding modified diets, allergens and the kitchen's responsibility in preparing these

The duties and responsibilities in this job description are not exhaustive but represent the type of work required. The postholder will be required to undertake other duties appropriate and consistent with the purpose of the job.

<b>Selection Criteria</b> <b>A = Application Form, I = Interview, T = Test or Case Study, P = Personal Assessment</b>	<b>Essential (E) or Desirable (D) Criteria</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Attributes / Skills:</b>		
1. Effective communication	E	A, I
2. Interest in working in residential care setting	E	A, I
3. Ability to build meaningful relationships whilst maintaining professional boundaries	E	I
4. Punctuality and reliability	E	I
5. Conscientiousness, care, and compassion	E	I
6. Patience	E	I
7. Empathic approach	E	I
8. Willingness to participate in training sessions as required	E	I
9. A reasonable level of fitness	E	P
10. Commitment to Equality, diversity, and inclusion	E	I
11. Clear understanding of confidentiality	D	A, I
12. Able to deliver excellent customer service	D	A, I
13. Commit to learning how the companies digital system's work and to use them on a daily basis	E	A, I
<b>Experience:</b>		
1. Experience in a social care environment	D	A, I
2. Experience of working with older people	D	A, I
3. Experience of working with people with dementia	D	A, I
4. Experience of administering medicines	D	A, I
5. Understanding of safeguarding adults at risk	D	A, I
6. Experience in the hospitality industry	D	A, I
<b>Qualifications / Training:</b>		
1. National Care Certificate (CQC)	D	A
2. Level 2 Food Safety / Food Hygiene	D	A
3. Level 2 NVQ Diploma in Food Production and Cooking	D	A
4. First Aid	D	A
5. Dementia awareness	D	A, I
6. Health and Safety, e.g., moving and handling	D	A, I

This Job Description and Person Specification are revised periodically and amended as necessary to ensure that the content reflects the needs of the service.

I acknowledge the receipt of the above job description:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_