

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Kitchen Assistant |
| HBC Grade: | **HBC1** |
| Service: | **Adult Social Care** |
| Division: | **Care Homes** |

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| **Main Purpose of the Role** |
| Work as part of a team assisting the Cook in providing a quality meal service. |

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| **Key Duties**  |
|  | 1. Basic cooking and food preparation activities to cover a full range of food and beverage service.
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|  | 1. Serving food including portion control.
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|  | 1. General cleaning and washing up duties as necessary within the kitchen and dining area.
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|  | 1. Basic administrative duties that may include the collection of cash, record keeping, stock control and day book of food used.
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|  | 1. Maintain an acceptable level of hygiene at all times and be aware of and be responsible for all Health & Safety and HACCP regulations in the kitchen area.
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|  | 1. Work variable starting and finishing times that may include breakfast service, lunch and evening meal.
 |
|  | 1. Promote and maintain good relationships with all residents
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|  | 1. Promote healthy eating to residents and encourage residents to eat a wide range of food.
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|  | 1. Notwithstanding the detail in this job description. In accordance with the Councils flexibility policy, it is a term of your employment that you may be required to work on different duties, or in any other job, within your competence.
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|  | 1. Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| General education | Basic Food Hygiene certificateNVQ level 1 | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Basic food preparation and cleaning |  | Able to do various kitchen duties.Basic cooking and food preparation.General cleaning and washing up duties. | Application / Interview  |
|  |  | Ability to work as part of a team and enjoy communicating with Older People | Application / Interview  |
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| **DESIRABLE** | Previous experience of working in a catering environment. |  |  | Application / Interview |
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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
|  |  | Interview / Assessment / Documentation  |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **July 2023** |
| **JE Ref:** |  |
| **Agreed by:** | **Donna Forster** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.