



JOB DESCRIPTION - KITCHEN ASSISTANT

REPORTS TO: Cook / Chef

RESPONSIBILITY: To assist the Cook/Chef in the day to day running of the kitchen, to undertake hygiene and general kitchen duties concerned with the operation and the smooth running of the care home kitchen. To have fundamental knowledge regarding the rules and regulations that governs COSHH

To undertake training (if not already gained) to acquire a Certificate for Basic Food Hygiene, until which time no food will be handled

To take part in any associated training activities in order that you ascertain the skills and knowledge to carry out your role in an effective and safe manner

KEY ACCOUNTABLES:

- To ensure that the kitchen/dining area is cleaned including laying and cleaning tables, washing up and ensuring that food preparation areas are hygienically cleaned and maintained.
- To ensure all cleaning duties are carried out to the highest standards at all times including cleaning of the Dishwasher, Fridges, Window Seals, Floor, Dry Store Cupboard, Tea Trolleys, Hot Trolleys, Sinks, Milk Machine, Doors, Cupboards, Work Tops, Hot Water Urns, Wall Tiles, Refuse Bins and any other associated cleaning that needs attention
- To be able to operate all powered equipment in a safe and efficient manner
- To support either the Chef and Kitchen/domestic assistants as and when required including with the preparation of meals/snacks for the residents
- To ensure compliance with the Food Safety & Hygiene (England) Regulations 2013 / Food Hygiene Regulations (Northern Ireland) 2006
- To assist in creating a supportive, homely and safe environment, for all residents and other members of staff
- To assist and support other care home staff at meal times.
- To ensure residents' emotional and social well-being is maintained by actively communicating and listening to their needs, and promoting their independence at all times when you come into contact with them
- To ensure all documentation relating to the cleanliness and hygiene of the kitchen is updated and maintained to the highest of standards.
- To ensure that attendance to both mandatory and required training courses are met in order that skills, knowledge and competency levels are maintained to carry out the role efficiently and effectively
- To attend all staff meetings and staff supervision sessions as and when required

- To comply with all job related policies, procedures, regulations and rules including health and safety and welfare of the service user and colleagues
- It is the responsibility of every member of staff to protect themselves and others against an infection risk. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to the manager. All staff undertaking patient care activities should attend infection control training and updates as required by this organisation.
- Be committed to personal and professional development is maintained and ensure the required QCF training is met in order to carry out the role efficiently and effectively
- To ensure adherence to the Company's dignity at work and bullying a harassment policy is adhered to at all times. Racial, sexual or any other harassment will not be tolerated.
- It is the personal responsibility of all staff to act in accordance with Care Act 2014, (UK). The Nursing Regulations (Northern Ireland) 2005. The Residential Care Homes Regulations and Associated Minimum Standards (NI)
- To be flexible and perform any other duties that may arise from time to time to meet the ongoing needs of the company.

I....., accept and agree to be bound by the objectives and accountabilities of the job descriptions as set out above.

Name	
Signature	
Date	

PERSON SPECIFICATION
KITCHEN ASSISTANT

		ESSENTIAL	DESIRABLE	ASSESSED BY
EDUCATION	<ul style="list-style-type: none"> Basic Food Hygiene Certificate Ability to undertake training to obtain Food Hygiene Certificate if not already held 	E	D	Docs/ Certs
EXPERIENCE	<ul style="list-style-type: none"> Working with other people Preparing meals and snacks for large numbers of people 	E	D	Interview/Ref Ref/Interview/ Doc
KNOWLEDGE	<ul style="list-style-type: none"> Health and Safety practices COSHH The importance of mealtimes to residents 	E	D D	Ref/Interview Ref/Interview Interview
SKILLS/ COMPETENCIES	<p>COMMUNICATION</p> <ul style="list-style-type: none"> Good Communication skills Active Listening Ability to engage with residents <p>PERSONAL DEVELOPMENT</p> <ul style="list-style-type: none"> Prepared and able to achieve Level 2 QCF Committed to continuous professional development <p>SERVICE DELIVERY</p> <ul style="list-style-type: none"> Committed to the delivery of excellence Excellent cleaning skills Food preparation skills Promoting and encouraging resident independence Respectful and caring Ability to assist with moving 	E E E E E E E E E		Interview Interview Test Interview Interview Interview Interview Interview Test Interview

	and handling of equipment as required			
BEHAVIOURS	<ul style="list-style-type: none"> • Honest • Approachable • Flexible 	E E E		Interview Interview Interview

In accordance with the Equality Act 2010 and the Disability Discrimination Act 1995 (Amended) & Regulations (Northern Ireland) 2004 - reasonable adjustments will be made to the above requirements to accommodate a suitable candidate with a disability