

Date of Issue

/ /



Job Description:

Kitchen Assistant

Responsible to: Kitchen Supervisor

This job description is not exhaustive and may be amended to meet changing needs.

I can confirm that I have read and understood the job description for the role of:

Kitchen Assistant

Name: (print)

Signature:

Date:

'INDIVIDUAL CARE IS OUR CONCERN'

Our Residents are at the heart of everything we do

Every one of us is responsible and will take ownership to make a real difference

We recognise we are all individuals and will treat people with respect and kindness

Together we make things better, always acting and communicating with honesty and transparency

We aim to be the best at everything we do

Hadrian Healthcare Group

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Kitchen Assistant

Purpose of Position

- To prepare and cook the menu meals to the required standard
- To assist in the economic use of materials
- To support the kitchen supervisor in the effective operation of the kitchen

Principal Responsibilities

- To prepare food and cook in a hygienic manner
- To be aware of the care users' dietary needs and respond to their comments and requests in respect of the menu
- To be involved with the preparation and serving of breakfast
- To hold a suitable food and hygiene certificate
- To dispose of waste correctly
- To ensure resources are managed effectively
- To ensure that all food is used within the prescribed period, with particular attention paid to perishable goods
- To contribute in the serving of food
- To communicate effectively with all parties
- To be committed to a team ethos across the home and respect the diversity of other team members at all times
- To greet visitors and show prospective care users and families the homes facilities as required
- To be responsible for all staff meals being charged at the appropriate rate
- To follow Health and Safety guidance and COSHH and be aware of The Food Safety act 1990
- To comply with the companies Safer Catering Management/HACCP systems
- To take responsibility for own professional development by undertaking mandatory training and e-learning courses
- To abide by the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England
- To uphold the rights, choices, dignity and the equality and diversity of each resident with a person centred approach
- To keep residents safe and well protected at all times
- To follow company policy and procedures including health and safety
- To perform other such reasonable duties as may be required

Person Specification

Kitchen Assistant	Essential	Desirable
Education and Qualifications	Good Basic Education Basic Food Hygiene Certificate	
General Intelligence	Good general intelligence Clear reasoning ability Time management skills Able to multi task Problem solving skills	
Work Experience	Ability to follow instructions	Experience in a similar role Awareness of Health and Safety
Special Aptitudes	Ability to communicate clearly Understanding of the needs for basic hygiene Empathy with residents	
Disposition	Self-reliant Motivated Dependable Trustworthy Pleasant Manner Able to take criticism Professional appearance Optimistic attitude	Ability to work as a team member
Circumstances	Flexible with regard to working hours	Home/mobile telephone No criminal record

