

JOB DESCRIPTION

Post Title: Kitchen Assistant
Employer: Hafod Care Association Limited
Responsible To: Cook

MAIN OBJECTIVES OF THE POST

- Under the direction of the Cook to assist with meals for the residents.
- Together with the Cook to ensure that a high standard of food preparation is maintained and to implement the requirements as set out by the Environment Health and Local Authority for the Home and Food Safety Act 1990.
- To ensure that the kitchen and associated areas fully conform to the requirements as laid down under the Health and Safety at Work legislation.

PRINCIPAL DUTIES

1. To ensure that a good standard of hygiene and cleanliness be maintained throughout the kitchen and dining room, as set down by the Health and Hygiene Authorities and the Management of the Home.
2. To ensure all equipment used is well maintained and in good working order and to report any defects to the Cook as required.
3. Under the direction of the Cook to assist in kitchen tasks connected with the preparation, cooking and presentation of meals and beverages whilst ensuring the highest quality as required by the residents and Management of the Home.
4. To be responsible for the preparation and cooking of light supper meals for residents.
5. To carry out general kitchen and dining room duties, such as setting tables, washing up, serving meals etc.
6. To conform to the Home's food hygiene policy and in particular, critical points/hazard analysis. Personal appearance must be of an acceptable level: uniform provided must be worn, hair covered and tied back. Sensible enclosed non-slip shoes to be worn.
7. To ensure that the storage of all cleaning materials conforms to the Home's COSHH policy.
8. To participate in staff meetings and in staff training where applicable.
9. To report and record in the appropriate manner any information considered to be important.
10. To adhere to the Association's Policies and Procedures.
11. Any other duties which the post holder might reasonable be expected to perform.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

PERSON SPECIFICATION: KITCHEN ASSISTANT		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Willingness to undertake relevant training	First Aid Certificate Food Hygiene Certificate
WORK EXPERIENCE	*****	Catering within a commercial or institutional setting
SKILLS	Good verbal and written communication skills Ability to work under pressure	*****
SPECIAL APTITUDES	Ability to work without supervision Practical approach Teamworker Commitment to providing a quality service Responsive to individual needs	Experience of working in an environment connected with the care of older people
PERSONAL QUALITIES AND ATTRIBUTES	Common sense Tolerance Understanding Dependable	Sense of humour
OTHER REQUIREMENTS	Able to work at short notice when required Weekend working	

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT

PAY AND CONDITIONS - KITCHEN ASSISTANT

1. The hourly rate for this position is £5.56 - £5.99 depending on age and experience.
2. A cost of living rise is awarded annually.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your paid holiday entitlement will be 5.6 weeks per annum [pro rata].
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.