

JOB DESCRIPTION

JOB TITLE: Catering Assistant

RESPONSIBLE TO: Head Chef

ACCOUNTABLE TO: Home Manager

Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

Job Summary

To ensure that the kitchen and related areas are maintained in a clean and safe condition at all times; observing and maintaining food hygiene standards.

Key Responsibilities

- Cook breakfast items as required for the residents, making custard, gravy from pack and regenerate cook chill items.
- To ensure that all kitchen equipment and kitchen areas are cleaned according to the cleaning schedules.
- To ensure statutory and Company Health and Safety Regulations are adhered to.
- To ensure correct storage of all dry and perishable cook chill goods as soon as possible after receipt and checking.
- To ensure the correct, safe storage of cleaning materials.
- To ensure that all pots, pans, cooking utensils and service counter containers are cleaned to the required standards and correctly stored after cleaning.
- Carry out any other reasonable instructions given by the Head Chef and/or Home Manager.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Kitchen Assistant

Version 1: December 2011

Owner: Hotel Services Manager

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

HAZARDS					
Laboratory specimens	√	Clinical contact with patients/residents	√	Performing exposure prone invasive procedures	
Blood/body fluids	√	Dusty environment		VDU use	√
Radiation		Challenging behaviour	√	Moving and handling	√
Solvents		Driving		Noise	
Respiratory sensitisers		Food handling	√	Working in isolation	

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) including English and Maths 	<ul style="list-style-type: none"> Catering qualification
Experience	<ul style="list-style-type: none"> Experience of working within a busy kitchen environment as part of a team 	<ul style="list-style-type: none"> Experience gained within a care home environment
Technical Skills	<ul style="list-style-type: none"> The ability to manage priorities Excellent communication skills, both written and verbal 	
Personal Qualities	<ul style="list-style-type: none"> Shares ideas with others [to make improvements] Keen to learn and improve own performance Committed to communicate with customers to understand their needs Will go the extra mile to help fulfil customers needs Has a 'can-do' attitude to work Enjoys working effectively as part of a team 	