|  |  |
| --- | --- |
| **Job Title:** | **Kitchen Assistant** |
| **Reports To:** | **Head Chef/Sous Chef** |

|  |  |
| --- | --- |
| **Job Summary:** | To assist in food preparation and maintaining a clean environment for the safe production of beverages and meals in support of the culinary department to ensure a high quality and comprehensive culinary service is delivered to residents. |

|  |
| --- |
| **Role Responsibilities:** |
| * Carry out all cleaning duties as directed in the culinary areas which may include satellite kitchens and dining rooms – in accordance with the work schedule including:
* Preparation of food as directed by the Head Chef/Sous Chef
* Ensure that you maintain the general cleanliness and tidiness of the kitchen area, equipment and appliances and following the cleaning schedules and recording of the cleaning undertaken in a timely manner
* Support with receiving, checking and safe storage of all kitchen deliveries
* Understand the principles of safe food handling, to ensure all food preparations undertaken in the kitchen is to the highest standards of hygiene.
* Ensure the culinary areas are well presented and maintained in good condition.
* Practice safe systems of work across the range of tasks and in particular moving and handling of loads, by assessing risk and having due regard for personal safety and the safety of residents, visitors and staff.
* Understand the Avery Food Safety Management System and demonstrate the principles of safe food handling to ensure all food preparation undertaken in the kitchen is to the highest standards of hygiene.
* Understand personal responsibilities in relation to the Health & Safety at Work Acts and fire safety and evacuation procedures and demonstrates a working knowledge of COSHH assessments applicable in own work area.
* Ensure residents dignity is preserved and respect the individuality of each resident.
* Contribute fully to team working, responding positively to colleagues and actioning all reasonable work instructions promptly.
* Advise on the supply and quality of items used to carry out tasks, ensuring the timely and appropriate ordering of replacement goods.
* Take reasonable care of items of equipment used to carry out tasks, including general cleanliness and advising on any faults and the need for maintenance or replacement.
* Responsible for the safe and tidy storage of suppliers and equipment.
* Attend staff meetings and staff training sessions as required.
* Adhere to Home Policies and Procedures.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

|  |
| --- |
| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Hold Basic Food Hygiene Certificate and demonstrates high standards of personal hygiene. | Desirable for the certificate but Essential for the understanding  | Application form/interview |
| Experience of working in a similar setting or . – other catering experience. | D | Application form |
| **Knowledge/Skills & Abilities** |  |  |
| Have a positive attitude towards residents  | E | Interview |
| Demonstrate compassion and commitment to the delivery of laundry services to residents  | E | Interview |
|  |
| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
 |

|  |
| --- |
| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |