



JOB PROFILE

Post Title:	Kitchen Support Worker
Portfolio:	Health and Social Care
Responsible to:	Head Cook
Responsible for:	Nil
Grade:	Band B

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for the Hospital Kitchen to ensure that meals distributed by the Central Kitchen within the Portfolio are received and distributed to the Hospital inpatients in a timely and effective manner, keeping the Hospital Kitchen and serving area clean.

Main Duties and Responsibilities

1. Transportation of the prepared meals from the CCC to the kitchen within the hospital twice daily.
2. To maintain a clean, tidy and safe working environment and equipment in accordance with local infection control and health and safety policies
3. Collection of the Hospital inpatient meals from the Central Kitchen, Community Care Complex for delivery to the General Hospital.
4. To serve meals to inpatients and clear trays after meals to clean
5. To prepare breakfast, tea, supper, light meals and plating of meals for inpatients.
6. Maintain established standards of sanitation, safety and food preparation and storage including: storing foodstuffs and supplies in appropriate areas, washing dishes, cleaning refrigerators, stoves, bins, cupboards/shelving and other kitchen equipment and utensils and sweeping and mopping kitchen floors
7. Responsible for the safe use and cleaning of catering equipment

Special Conditions

There are no special conditions associated with this role.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



JOB PROFILE

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
Analysis and use of Information: Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information	i
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Active listener and communicates clearly and effectively both orally and written	i
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible and adaptable to change	i
Continuous Improvement: Willing to learn and develop in job role	i
Managing Resources: N/A	i



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 1 in Literacy and Numeracy	E	√	
Food Handling Certificate or willing to work towards gaining the certificate	E	√	
Current Driving License – Class A	E	√	
Knowledge & Experience:			
Post holder will be working with sharp instruments and will need to become familiar with the portfolio's Health and Safety at Work Policy	E		√
Must have an understanding of food handling and safe storage	E		√
Experience in preparing and serving food	E	√	√
Experience in cleaning and general hygiene	E		√
Skills and Abilities:			
Good verbal communication skills	E		√
Good interpersonal skills	E		√
Polite, discreet and able to maintain confidentiality	E		√
Able to prioritise duties	E		√
Other:			
Self-motivated	E		√
Good team player	E		√
Ability to apply objective judgement	E		√
Responsive to change	E		√
Attention to detail	E		√
Innovative and creative when preparing food	E		√
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/a